

Quick User Guide

ADMINISTRATION

The *Quick User Guide* for *VohCom Page* contains the basic information needed to setup and maintain client workflow.

TABLE OF CONTENTS

ENGAGEMENT SET UP	4
Using Engagement Templates To Set Up Repeat Engagements	4
Setting Up Future Engagements.....	8
Setting Up T1 Engagements	10
Using The Engagement Progress Bar.....	14
 CLIENT SET UP	 17
Setting Up Personal Clients.....	17
Entering Client Information	20
Setting Up Corporate Clients.....	27
 CLIENT REPORTS	 32
Creating A Client Mailing List.....	32
 WIP AND EXPENSES	 35
Evaluating WIP (Work in Process)	35
Changing The Time Sheet Cutoff Date	38
Transferring WIP.....	39
Adding Expenses Or Disbursements	42
 INVOICES AND STATEMENTS	 44
Completing An Engagement And Creating An Invoice	44
Creating A Progress Invoice	56
Finalizing Non-Billable Clients' Engagements	60
Emailing Approved Invoice	61
Emailing Printed Invoice Copies.....	64

EMAILING STATEMENTS	64
Producing Statements.....	64
Emailing / Printing - Within The Statement Summary Worksheet	67
Emailing Individual Approved or Unapproved Statements.....	71
Emailing Statements From The Client All Window	73
RECEIPTS	75
Processing Payments And Adjustments	75
Processing Deposits That Are Not In Payment of Invoices	80
Reversing Receipt Entries	81
INTERNAL ACCOUNTING REPORTS.....	82
Printing Reports	82

ENGAGEMENT SET UP

Using Engagement Templates To Set Up Repeat Engagements

Our basic training introduced you to the key building block of VohCom Page, an **Engagement**, or Task. We looked at the Engagement set up window, also known as the Quick Engagement tool. There is an alternate setup tool available for the creation of recurring Engagements. Using this tool ensures that there will be a consistency to the naming of your Engagements. It also guards against setting up multiple tasks for the same work.

Scenario: John Smith has brought in the Year End information for John Smith Ltd. for 2012.

Client(5)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	All(5)	
S	I	Last From:	Last Sent To:	Description	Year End	Critical Date	T Date	WIP
		Paul Aitner	Ada Inistra	ROE - Dunn	Dec 31	17/5/14	14/5/14	\$243.67
		Paul Aitner	Fiona LePrep	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14	\$55.78
		Paul Aitner	System or ExtRecipi...	YE FS Compilation - 2012	Dec 31	15/8/14	10/8/14	\$289.04
		Fiona LePrep	Paul Aitner	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/13	\$0.22
		Paul Aitner	System or ExtRecipi...	YE FS Compilation - 2013	Dec 31	30/6/14	17/6/14	\$25.28

Invoice Number	Date	Date E.	Amount	Owing
Test1-DPP-5	13/5/14		630.00	630.00
Test1-DPP-1	12/5/14		633.92	0.00

In your Home window:

- 1 Select *John Smith Ltd.* in the **Client** drop down menu
- 2 Click **Client All**
- 3 Click on the **Add Engagements** menu in the top bar

In the first window of the Engagement Set Up:

- ❶ Click on the **Template** drop down menu to select the Engagement type: *YE FS Compilation <>Annually*.
- ❷ If *John Smith Ltd.* had a previous YE Engagement that had been set up using these Templates, it would have appeared in the **From Existing** list. It could have been selected as a pattern. When previous Engagements are used as patterns for new ones, the previous Engagement will automatically be linked in the new one and the new one in the previous one.
- ❸ Select the **Year**: 2012.
- ❹ Check the **Period** it should have default to annually for you.
- ❺ Check the **Name** of the Engagement. It will be based on the Type, Year and Period.
- ❻ Set the **Critical Date**. The best practice is to have this be the day the work is due. In this case it is already late, therefore not a rush.
- ❼ Set the **Target Date**. Setting it a week before the critical date allows time to take care of any unforeseen problems.
- ❽ Click **Next**.

Scenario: Fiona LePrep will be assigned 5 hours to complete the work, Paul Artner .25 hours to review it, and Ada Inistra, 15 minutes to print the statements and call the client.

The left screenshot shows the 'Assign Staff Time' window. It has a title bar 'John Smith Ltd. <> Test1 <> 00:03:03'. Below the title bar is a section 'Assign Staff Time'. It contains a 'Rate' dropdown set to 'Standard', a 'Hours' input field with '5', and an 'Add Staff' button. Below this is a table with columns 'Hours', 'Amount \$', 'Rate', and 'Staff'. At the bottom of the table is a 'Remove Staff' button. Below the table are fields for 'Charge Out Rate Percentage' (100 %), 'Total Hours' (0.00), 'Total Dollars \$' (\$0.00), and 'Client Quote \$' (.00). At the very bottom are 'Back', 'Next', and 'Cancel' buttons.

The right screenshot shows the 'Submit To' window. It has a title bar 'Submit To'. Below the title bar is a section 'Primary'. It contains a table with columns 'Staff Name' and 'Position'. The table lists: Ada Inistra (Admin), Fiona LePrep (Fileprep), Me Partner (Partner), Paul Artner (Partner), and sys admin (Admin). Below the table are 'Submit', 'Cancel', and 'Remove' buttons.

In the **Assign Staff** window, add the staff. When you use an existing Engagement as your pattern, the staff assigned to that Engagement will already be entered in this window

- ❶ Enter the **Hours** for Fiona: 5. You can change the hours after adding the staff by clicking on the Hrs. recorded and changing the number.
- ❷ If your firm uses different rates, make sure the correct **Rate** is chosen.
- ❸ Click on the **Add Staff** button to select a Staff member.
- ❹ In the **Submit To** window select *Fiona LePrep* and click on **Submit**.
- ❺ Repeat step 1 to 4 to add *Paul* and *Ada*. Click on **Next**

If you know the amount you will invoice, enter it in the client quote box now; this amount will automatically populate in the invoice.


Alternatively - to save time, you could select several staff members at once, in the Submit To window, using your control button on your keyboard, and then adjust the individual hours for each of the staff.

Scenario: John said he would be away for the next month, but his bookkeeper, Bonny Keeper can be contacted for information. John has requested that this work be kept confidential since he is in negotiations with the parents of one of the staff

John Smith Ltd. <> Test1 <> 00:06:45

Finalize Engagement

Status Standard Importance Normal Importance

Security Not Secured  2

Send Notification to

Notes

1

Back 3 Finalize Cancel

In the third window of the Engagement Setup:

- 1 In the **Notes** section, enter the contact instructions provided by *John*. This information will show in the Notes section inside the task.
- 2 Click on the **Confidential (the key with two people)** button. This opens a list of staff. Hold down your keyboard Ctrl key and select *Paul*, *Ada* and *Fiona*. When you click on **Submit**, the (needs the staff list) Engagement will be hidden from all except those three staff members.
- 3 Click on the **Finalize** button to create the Engagement.

Setting Up Future Engagements

Future Engagements do not have assigned staff. It is expected that the work will actually be started at some time in the future. Having the **Engagement** available ensures that there is a place to record notes and add documents in preparation for the work to begin.

A good practice, before sending a Year End Engagement to history, is to open the **Add Engagement** window and set up the next year's YE Engagement using the current year as a template. This ensures that the work is not forgotten next year and possible tax filing deadlines are not missed. **Future Engagements** display in the **Client All** view of the **Home** window with a light grey font. They will appear in the **Action** box of the **Future Engagement Monitor** set up by your System Administrator, when the Target Date is reached.

S	Last From	Account	Client Name	Description	Year End	Critical Date	T Date	Viewed On	WIP	AR
✓	Paul Artner	Test3	Home Company Inc	Payroll - July 2012	Dec 31	30/9/14	27/9/14	14/5/14	\$1.31	\$0.00
✓	Paul Artner	Test1	John Smith Ltd.	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14	12/5/14	\$55...	\$2,434.80
✓	Paul Artner	Test1	John Smith Ltd.	YE FS Compilation - 2012	Dec 31	15/8/14	10/8/14	15/5/14	\$30...	\$2,434.80
✓	Paul Artner	45000	SunJoy's Consulting	2011 Short YE	Dec 31	3/6/14	31/5/14	14/5/14	\$2.73	\$0.00
✓	Paul Artner	Test2	Smith, John	Test engagement	Dec 31	25/5/14	22/5/14	15/5/14	\$0.28	\$1,000...
✓	Paul Artner	Test1	John Smith Ltd.	ROE - Dunn	Dec 31	17/5/14	14/5/14	15/5/14	\$24...	\$2,434.80
✓	Paul Artner	Test3	Home Company Inc	Payroll - May 2012	Dec 31	13/8/13	10/8/13		\$0.00	\$0.00
✓	Paul Artner	Test2	Smith, John	T1 Process Review	Dec 31	13/8/14	10/8/14	12/5/14	(\$96...	\$1,000.00
✓	Fiona LePrep	Test1	John Smith Ltd.	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/13	13/5/14	\$0.22	\$2,434.80
✓	Paul Artner	Test2	Smith, John	HST - Annual 2011	Dec 31	30/8/13	27/8/13	9/5/14	\$12...	\$1,000.00

Year End Letters Signed
DPP
13/5/14

Year End Letters Sent
DPP
15/5/14

Records Requested 1st
DPP
13/5/14

Records Requested 2nd
DPP
13/5/14

Signed EL Received
DPP
13/5/14

Records Received
DPP
13/5/14

Approved for Printing
DPP
13/5/14

Tax Ret Filed
DPP
13/5/14

EngagementExpenseFindClient AllPendingAction

Mark Complete
Mark and Forward
Mark N/A
Clear
Cancel
Create future engagement for next year

The option to right mouse on the final stage in your progress template is also available to create a **Future Engagement** if your firm is using **progress templates**.

Scenario: Use the Add Engagement menu to set up a Future Engagement for John Smith Ltd. for the 2014 Year End.

The screenshot shows the 'John Smith Ltd. <> Test1 <> 00:00:49' window. The form is titled 'Engagement Setup'. It contains the following fields and controls:

- Description:** A text box containing 'YE FS Compilation - 2013' (callout 5).
- Templates:** A dropdown menu showing 'YE FS Compilation<>Annually' (callout 1).
- From Existing:** A dropdown menu showing 'YE FS Compilation - 2012' (callout 2).
- Year and Period:**
 - Tax Year:** A dropdown menu showing '2013' (callout 3).
 - Client Year End:** A text box showing 'Dec 31'.
 - Period:** A dropdown menu showing 'Annually' (callout 4).
- Services:**
 - A dropdown menu showing '301 < Compilation >' (callout 6).
 - Two checkboxes: 'Sort by Description' and 'Non Billable' (callout 7).
- Dates:**
 - Critical Date:** A dropdown menu showing 'Mon Jun 30, 2014' (callout 6).
 - Target Date:** A dropdown menu showing 'Mon Jun 23, 2014' (callout 7).
- Status:** A group box containing three icons: a blue 'i' icon, a red 'i' icon, and a yellow folder icon. The 'Standard' status is selected.
- Importance:** A group box containing four icons: a blue arrow pointing down, a blue 'N' icon, a red exclamation mark icon, and a red lightning bolt icon. The 'Normal Importance' status is selected.
- Future Engagement:** A checkbox labeled 'Future Engagement' which is checked (callout 8).
- Long Description: (Optional):** A large text area (callout 9).
- Buttons:** 'Back', 'Finalize', and 'Cancel' buttons at the bottom.

In the Engagement Setup window:

- ❶ Click on the **Template** drop down menu to select the Engagement type: *YE FS Compilation <>Annually*.
- ❷ Use the **From Existing** list to set up this 2013 from the existing 2012.
- ❸ Select the **Year**: 2013.
- ❹ Check the **Period** it should have default to annually for you.
- ❺ Check the **Name** of the Engagement. It will be based on the 2012 **Engagement**.
- ❻ Set the **Critical Date**. Set the Critical Date for when the work must be completed.
- ❼ Set the **Target Date** for when the Engagement should appear in the Future Engagement Monitor's Action box. The first day of the month of the YE date, will remind you to send out YE letters.
- ❽ Check off the **Future Engagement** check box. This changes the Next button to Finalize.
- ❾ Click **Finalize**.

Setting Up T1 Engagements

Scenario: You have some time before the next tax season. Set up the T1 Engagement for John and his wife Mary, as a Future Engagement for the 2012 tax season.

In the Home window:

The screenshot shows a software window titled "partner < Smith, John > Test2 < 0 > 00:54:50 - GSTS\vsinc-vohcomr1Training <". The interface includes a menu bar (File, Admin, History, Time & Billing, Client Viewer, Inter-HF, My Company, Add Engagement, Window, Reports, Help) and a toolbar with buttons for "By Name", "A", "T1", and "Undock". A dropdown menu is open, showing "Smith, John < Test2" selected, with a "T1" button next to it. Below the toolbar is a table with columns: Client(2), Custom(0), Custom(0), Custom(0), Custom(0), Custom(0), Custom(0), Custom(0), Custom(0), All(2). The table contains two rows: "T1 Process Review" with Year End "Dec 31", Critical Date "13/8/14", T Date "10/8/14", and WIP "\$0.22"; and "HST - Annual 2011" with Year End "Dec 31", Critical Date "30/8/13", T Date "27/8/13", and WIP "\$0.82". Below the table is a blue bar with "Training Data Loaded" and a "General CF - 0" button. At the bottom is a section with "Statements" (a dropdown menu), "Open Statement", "Email History", "Collection Notes", and "Hide" buttons. To the left of this section are input fields for "AR", "WIP", "EXP", and "Total \$10.56". To the right is a table with columns: Invoice Number, Date, Date E, Amount, Owing. The bottom of the window has a navigation bar with icons for Engagement, Expense, Find, Client All, Pending, Action, 15 Scheduled, and Others.

Client(2)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	All(2)
S. 1	Last From:	Last Sent To:	Description	Year End	Critical Date	T Date	WIP		
Paul Attnet	Paul Attnet	Paul Attnet	T1 Process Review	Dec 31	13/8/14	10/8/14	\$0.22		
Paul Attnet	Fiona LePrep	Fiona LePrep	HST - Annual 2011	Dec 31	30/8/13	27/8/13	\$0.82		

- 1 Select *Smith, John* in the **Client** drop down menu.
- 2 Click on the **T1** button.

Smith, John <> Test2 <> 00:03:41

Presets: <Custom>

Description: T1 Return - 2013 Smith, John <Test2>

Add to: --Add Time and Notes to Existing Engagement--

② Tax Year: 2013

③ Critical Date: Thu Apr 30, 2015 Target Date: Mon Apr 27, 2015

Status: Standard

Importance: Normal Importance

Security: Not Secured

④ ☒ Future Engagement ☐ Send as Work on Creation

Long Description: (Optional)

Note

Services: ① 201 < T1 & Personal Tax Services >

☐ Sort by Description ☐ Non Billable

Charge Out Rate Percentage: 100 %

Staff 1: Paul Artner Rate: Standard Hours: 0.25

Staff 2: Rate: Standard Hours:

Staff 3: Rate: Standard Hours:

Total Hours: 00.25

Client Quote: \$25.00

⑤ Create Cancel

In the Create Engagement window: Select a **Tax Year**.

- ① The **Service Code** and the **Description** will already be filled in.
- ② In the Create Engagement window: Select a **Tax Year**.
- ③ Select a **Critical Date**, the deadline date for the Tax filing, and a **Target Date**.
- ④ Check off the **Future Engagement** box.
- ⑤ Click the **Create** button.

Personal Tax List

Personal Tax Clients Create for spouse

☒ John Smith ☒

☐ Mary Smith ☐

Save Cancel

T1 Extension Required

Enter T1 extension

113

OK Cancel

If you use a standard naming convention in a common area for the PDF images of your T1s; In the **Personal Tax List** box, check off the **Personal Tax Client, John Smith** and the **Create for spouse** box and click **Save**. In the **T1 Extension Required** box, check to see that the extension that will be used for your 2013 tax program is entered, before clicking **OK**. *Taxprep* uses '.1year' (.113); *Profile* uses '.yearT' (.13T).

partner <> Smith, John <> Test2 <> 00:56:27 - GSTS\vsinc-vohcomr1Training <>

File Admin History Time & Billing Client Viewer Timer-HF My Company Add Engagement Window Reports Help

Smith, John <> Test2 By Name A > Smith, John <Test2> T1 Undock i

Client(3)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	All(3)
S	I	Last From:	Last Sent To:	Description	Year End	Critical Date	T Date		WIP
		Paul Artner	Paul Artner	T1 Process Review	Dec 31	13/8/14	10/8/14		\$0.22
		Paul Artner	Fiona LePrep	HST - Annual 2011	Dec 31	30/8/13	27/8/13		\$0.82
		Paul Artner	Paul Artner	T1 Return - 2013 Smith, John <Test2>	Dec 31	30/4/15	27/4/15		\$0.00

Training Data Loaded

General CF - 0

Invoice Number	Date	Date E	Amount	Owing

AR 0.00 0.00 0.00

WIP 19.81 PI 0.00

EXP 0.00 Trust Not included in AR amount 0.00

Total \$19.81

Statements

Open Statement

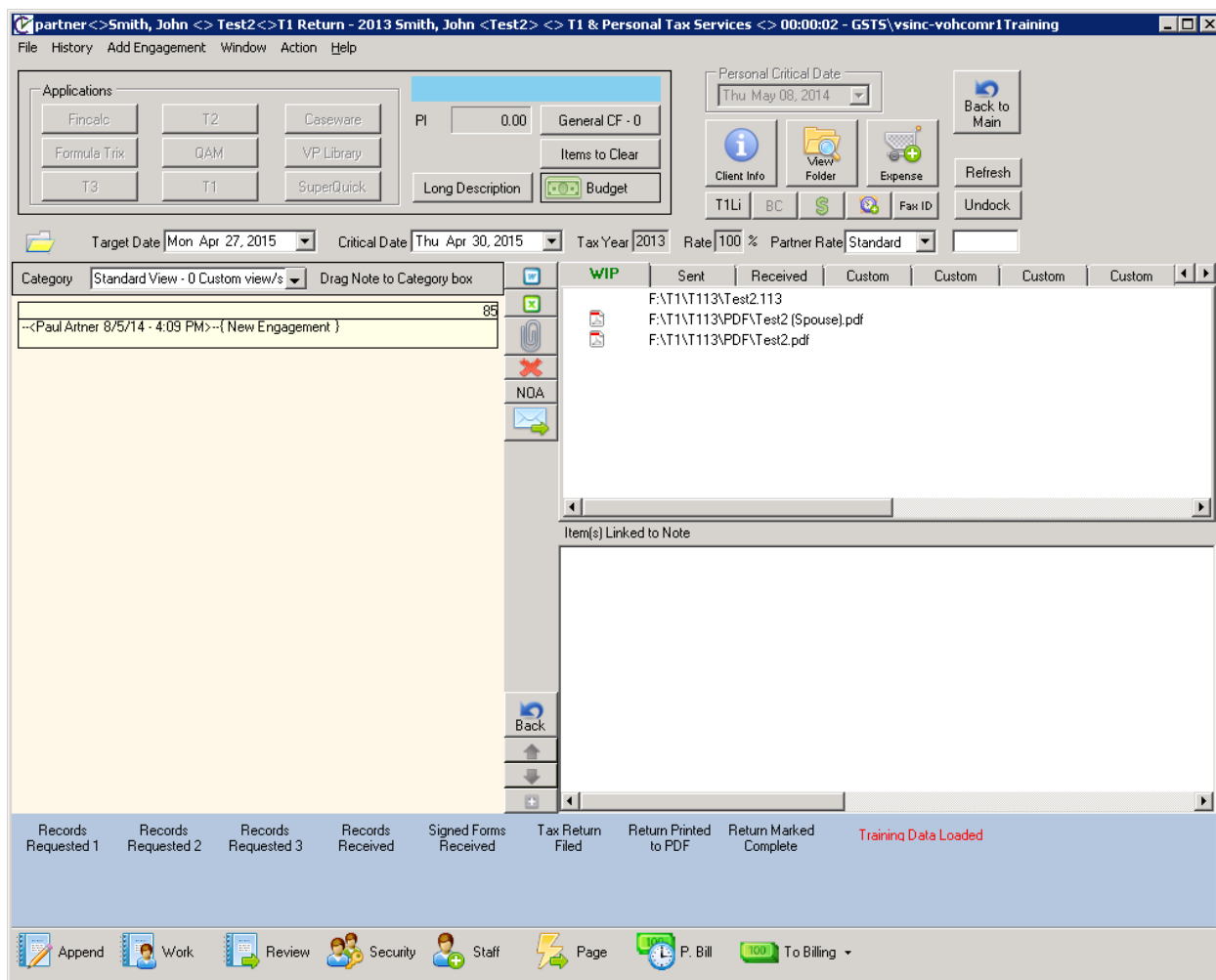
Email History

Collection Notes

Hide

Engagement Expense Find Client All Pending Action 15 Scheduled Others

The **Future T1 Engagement** displays with a grey font in the list views.



Inside the Engagement:

The WIP section already contains three '**static links**':

- one for the T1 program data for *John Smith*,
- one for a pdf of *John's* spouse's completed T1, and
- one for a pdf of *John's* completed T1 .

These are placeholders for now. When next year's program is installed, the program link will work. And when the returns are completed and printed to pdf, the pdf links will work as well.

Scenario: In August you find out that John and Mary had a baby. Then in December, John calls to discuss some investments. The call does not take very long and no further work is required.

Since the 2013 T1 Engagement is already set up:

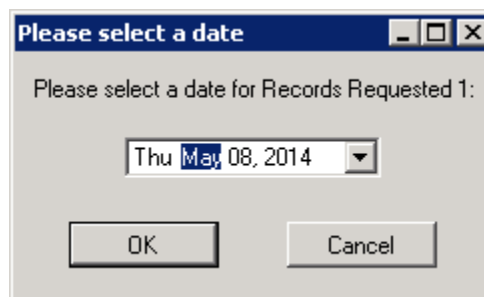
- In August, add a note about the new dependent using **Append**.
- In December, open the **Engagement**, while on the phone, to track your time and then add a comment about the investment discussion.

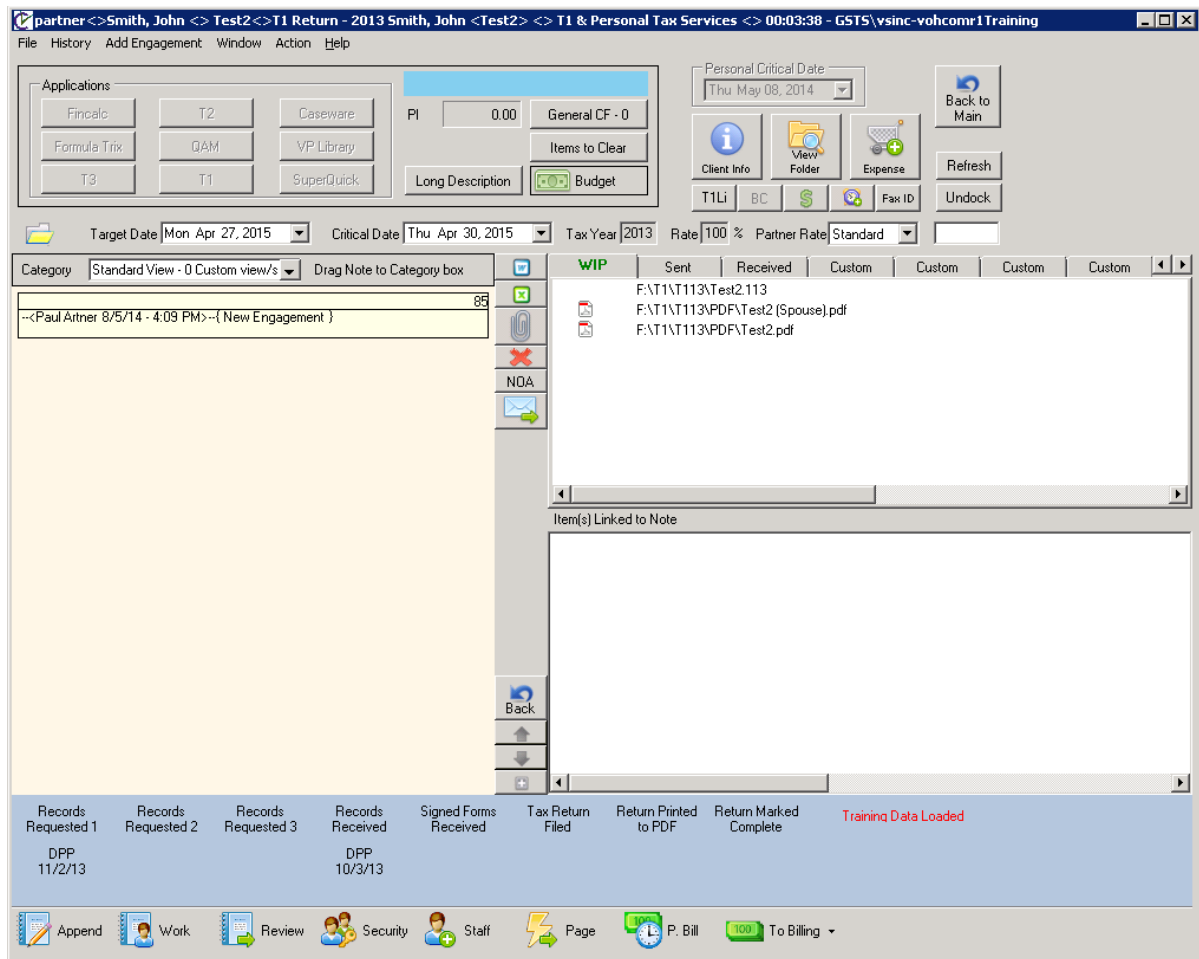
Using The Engagement Progress Bar

Progress Templates are lists of common steps that need to be completed for some tasks. These are preset for both T1 and Year End Engagements when you purchased your Page program. These should be customized for your firm.

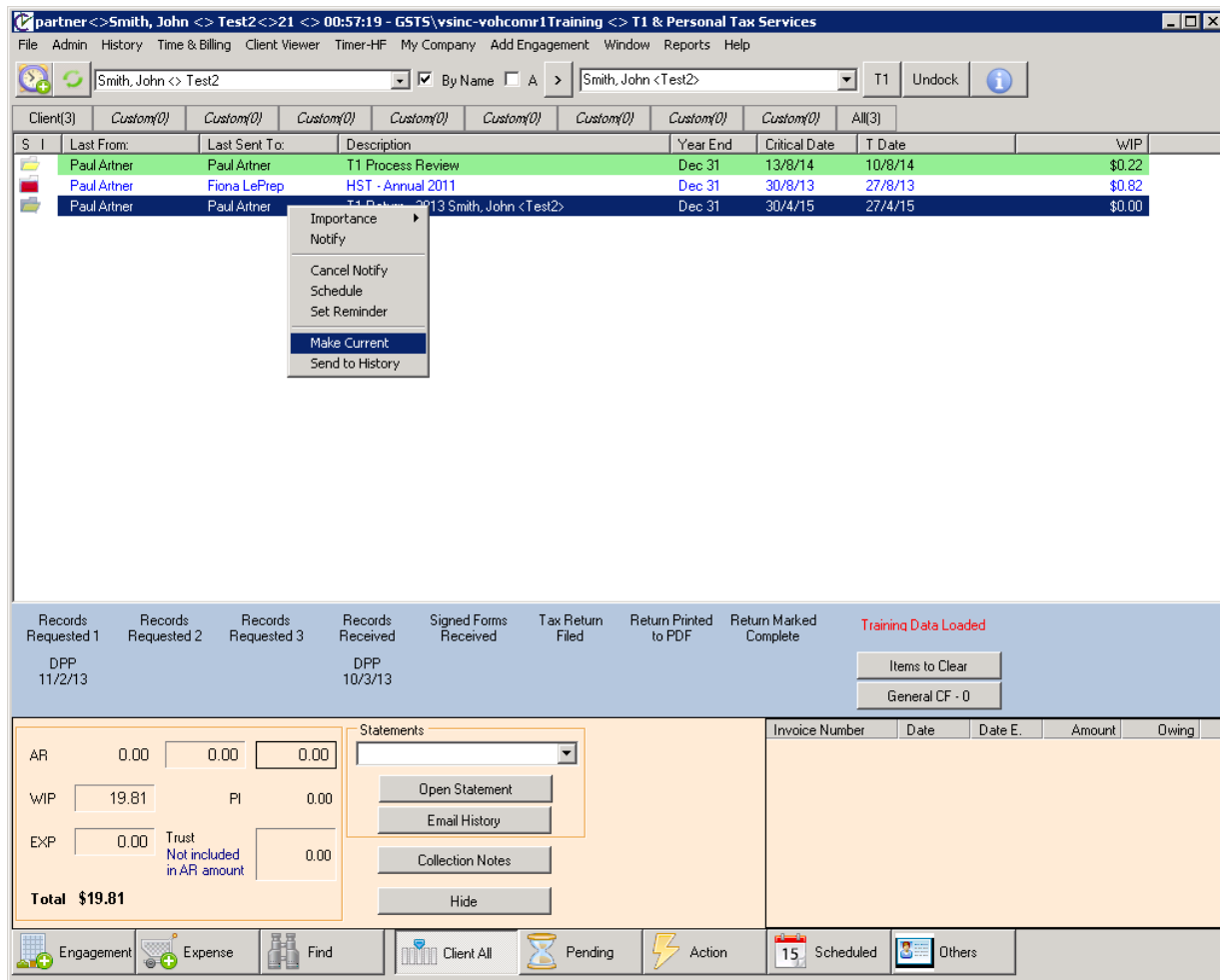
Scenario: At the beginning of February, 2013 you call John to remind him to bring in his personal tax information. John brings in his and Mary's information on March 10, 2013.

The **Progress Bar** is at the bottom of the Engagement window, in blue. When you call *John Smith* in February, double click on the **Records Requested1** step and select the date that you called then choose OK. You can not choose a future date however past dates can be selected. Repeat this step in **Records Received** when the records are received.





Marking a step complete, places your initials and the date, in the Progress Bar, below the step. The Progress Bar can be seen both inside the Engagement and in the Engagement list view when you click on the Engagement.



Right click on the **Future T1 Engagement** in the list view; select **Make Current**. This changes the font colour from grey to black it also opens the assign Staff window. When staff are assigned, the Engagement will show up in the list view of each of those staff members.

Scenario: It is the middle of March and the manager would like to know how the firm is progressing with the Personal Tax Engagements



In the Reports menu:

- 1 Select **Engagement Progress Report**.

- ❶ In the **Engagement Progress Report** window, select the **Progress Template**, **Firm**, **Branch** and **Year End Month** you can also choose to include historical data.
- ❷ Click **Save**.

You will be prompted to save this spreadsheet; it will be in CSV format. Save this where you would normally save your spreadsheets for internal reports. You will now be able to utilize the spreadsheet formulas and sorting tools available in Excel to help analyze this information.

CLIENT SET UP

We've looked at the key element in *Page*, the Task or Engagement.

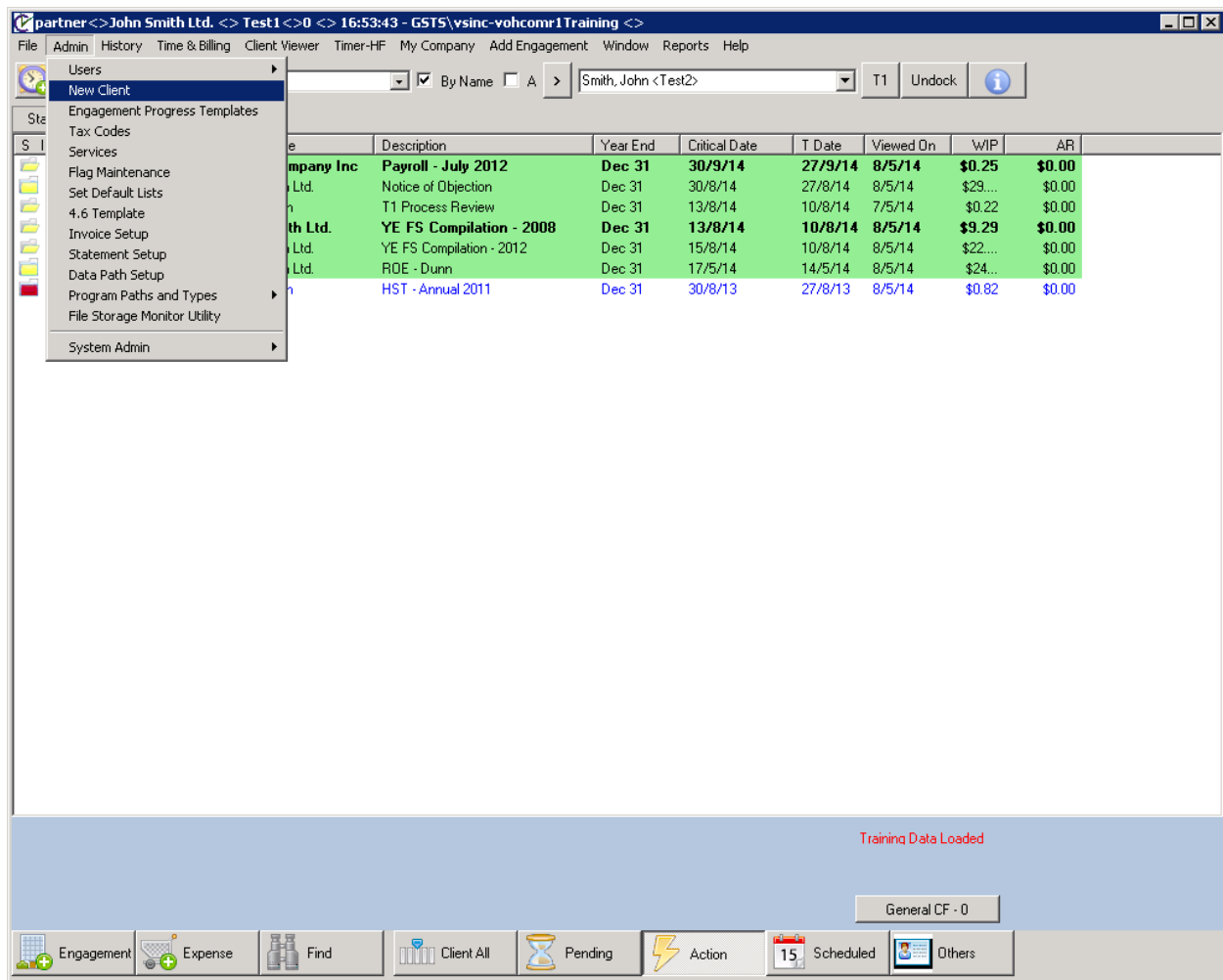
In the *Page Client Set Up* section we will look at the people for whom the work is being done, the Clients.

Setting Up Personal Clients

Scenario: Mr. Sonny Day is a new client. He has brought in his tax records, as well as those for his wife, Ms. Joy Knight.

The information for the couple is as follows:

Address:	987 Ray Road, Port Hope, BC V6W 5Y4		
Phone:	604 451 0989	Cell:	Sonny: 778 265 4389
E-mail:	Sonny: SunDay@hotmail.com ;	Joy:	jknight@knight.ca
Birthday:	Sonny: June 14, 1967; Joy: August 5, 1970		
SIN:	Sonny: 147 258 369; Joy: 951 623 847		



In the **Admin** menu select the **New Client** option.

The screenshot shows a dialog box titled 'Enter new Account Number'. It has a text input field containing the number '12345'. There are 'OK' and 'Cancel' buttons at the bottom.

Enter a new account number. The **Enter new Account Number** window allows for up to 12 characters of both numbers and letters. New numbers are selected by choosing the number view in the client list; selecting inactive numbers also; then deciding the next number available.

The screenshot shows a 'New Client' window with the following fields and options:

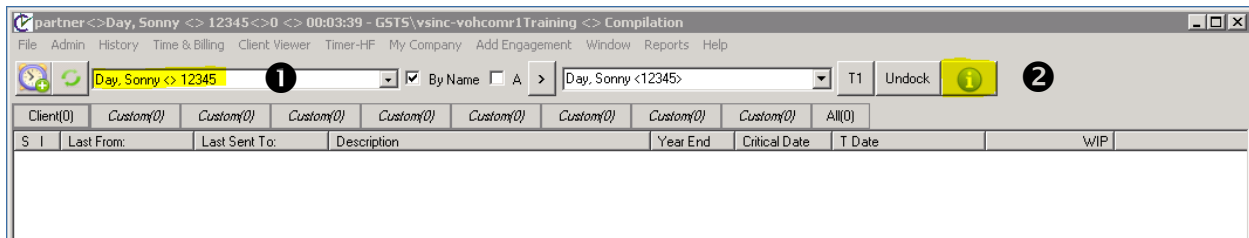
- First name\Last name and/or Legal Description:** Two text boxes. The first contains 'Sonny' (marked with a circled 2) and the second contains 'Day' (marked with a circled 1). Below them, a single text box contains 'Day, Sonny' (marked with a circled 3).
- Business or dba:** An unchecked checkbox.
- Person:** A checked checkbox (marked with a circled 1).
- Client Billable:** A checked checkbox (marked with a circled 3).
- Firm:** A dropdown menu with 'My Company name goes Here' selected.
- Branch:** A dropdown menu with 'Main' selected.
- Number:** A text box containing '12345'.
- Classification:** A dropdown menu with 'Client' selected.
- Tax Code:** A dropdown menu with 'BC' selected.
- Create:** A button at the bottom right (marked with a circled 4).

In the **New Client** window:

- ❶ Check the **Person** box.
- ❷ Enter Sonny's **First and Last names**. The Legal Description will fill in automatically with the information from the Name.
- ❸ Make sure the **Client Billable** box is checked.
- ❹ Click on **Create**. After you click Create, you might see a confirmation note for each client directory created in your computer system.

Entering Client Information

Sonny Day has been added to the Client List.



To open the **Client Information** window for Sonny:

- 1 Select **Day, Sonny** in the Client drop down box.
- 2 Click on the **Client Information** button.

Under the Main tab:

- 1 Confirm that the check boxes on the right are checked off for **Active**, **Person**, and **Client Billable**.
- 2 Enter Sonny's **Address**. It can be typed right into the box.
- 3 Click on the **Email Statement** check box if you want the statements to be emailed.
- 4 Click on the **Modify** button to enter the contact **Numbers**.

Additional Addresses can be added to the client at the address tab; however only one address can be the default address. When you select **Modify** the address tab is displayed.

To enter Numbers and other contact data:

- ❶ Click on the **Numbers** tab.
- ❷ Select a **Media Type**.
- ❸ Enter the **Number**.
- ❹ Enter a **Comment**.
- ❺ Click **Save**.
- ❻ Click **New** to enter another one and then repeat steps 2 to 5.
- ❼ Click **Done** to return to the Main window.

Even though we've already entered *Sonny Day* in the **Main** window, we need to include him and his wife as **Contacts**. The *Page* program relies on Contact information for things like the quick set up of T1 Engagements.

Client Information: Day, Sonny <> 12345 <> 00:01:45

Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info
Notes	Legal	Dates	Numbers	Perm File	Published	Security

☒ First/Last name ☐ Business
☐ Legal Description ☒ Individual

Description
 Address

Number

Home
 Cellphone
 E-mail
 E-mail
 Empty
 Empty

☒ Active
☒ Client Billable
☐ Hold (No Time/Expense)
☒ Compute Interest
☒ Email Statement


 Client Type
 Rate Factor
 Tax Code

Copy Address
 1 Create New Contact from Client

In the **Main** window, right click on the **Address** area. This provides you with the choice to **Copy Address** or **Create New Contact from Client**.

- 1 Choose **Create New Contact from Client**.

VohCom Page

 Do you want to create a contact from this client?

- 2 Confirm Yes **Create New Contact from Client**

Client Information: Day, Sonny <> 12345 <> 00:05:14

Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info
Notes	Legal	Dates	Numbers	Perm File	Published	Security

Dir
Name
Relationship
T1 Client

Day, Sonny<1>
12345

New
Remove

Copy Client
Copy Personal

Mr/Mrs
Salutation
First/Last
Day
Sonny
Title

Description
Address
987 Ray Road
Port Hope, BC V6W 5Y4

Number
Comment

Home
604 451 0989

Cellphone
778 265 4389
Sonny

E-mail
SunDay@hotmail.com
Sonny

E-mail
jknight@knight.ca
Joy

Empty

Empty

Exp Vcard
Modify

☒ 12345
☒ Default Contact
☒ Primary T1 Contact
☒ Personal Tax Client
Flags
Edit

Personal Tax
File Number
12345
Social Ins
147 258 369
DOB
1967-Jun-14
YYYY-MMM-DD

Update
Close

Back in the Client Information **Contacts** window:

- ❶ Sonny's name is entered in the **First/Last** box.
- ❷ Check off the **Default Contact**, **Primary T1 Contact**, and **Personal Tax Client** boxes.
- ❸ Enter the Page Client **File Number** as well as the **DOB** and **Social Ins** numbers.
- ❹ Click **Update**. Sonny's name will be added to the Contact list. Clicking on his name in the list, will show his information. Sonny's address and numbers will have been copied quickly through the Client Information **Main** window.

Client Information: Day, Sonny <> 12345 <> 00:00:22

Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info
Notes	Legal	Dates	Numbers	Perm File	Published	Security

Dir	Name	Relationship	T1 Client
	Day, Sonny<1>		12345

Mr/Mrs Salutation
First/Last Day
Title

Description
Address 987 Ray Road
Port Hope, BC V6W 5Y4

	Number	Comment
Home	604 451 0989	
Cellphone	778 265 4389	Sonny
E-mail	SunDay@hotmail.com	Sonny
E-mail	jknight@knight.ca	Joy
Empty	<input type="text"/>	<input type="text"/>
Empty	<input type="text"/>	<input type="text"/>

☒ 12345
☐ Default Contact
☒ Primary T1 Contact
☒ Personal Tax Client
Flags ❶

In the Client Information Contacts window, when you click on *Sonny's* name you will see all his information displayed.

- ❶ Click on the **Flags** button to add his name to custom mailing lists. As a Primary T1 Contact and Personal Tax Client, he will automatically be included in the mailing lists for T1 Clients and Primary T1 Clients.

Contact Management

1 First name: Joy

3 Last name: Knight

4 Create New from first and last names displayed at left.

Mr/Mrs: []

First/Last: [] []

☐ View Deleted Only Use Selected 2

Click to Park Selected Item Here

Make items which point to selected point to Parked

☐ Primary T1 Contact

☐ Personal Tax Client

Personal Tax

File Number: []

DOB YYYY-MMM-DD: []

Social Ins: []

In the **Contact Management** window:

- 1 Check to see if Joy is listed elsewhere in the *Page* data base. Type in the first three letters of Joy's last name in the **Last name** box. If she is in the system, her name will show up in the List box below the Last name box.
- 2 You should always choose the option **Use Selected** if a contact already exists.
- 3 Since she is not in the data base, type in her **First** and **Last** name.
- 4 Click on the **Create New from first and last name displayed at left** box.

Client Information: Day, Sonny <> 12345 <> 00:05:42

Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info
Notes	Legal	Dates	Numbers	Perm File	Published	Security

Dir	Name	Relationship	T1 Client
	Day, Sonny<2>		12345
	Knight, Joy<2>		12345

Mr/Mrs: [] Salutation: []

First/Last: Joy Knight

Title: []

Description: []

Address: 987 Ray Road
Port Hope, BC V6W 5Y4

1
/
1

New Remove

Copy Client Copy Personal

☒ 12345

☐ Default Contact

☐ Primary T1 Contact

☒ Personal Tax Client

Flags Edit

There can only be one Primary T1 Contact and one Default Contact. For Joy just check the Personal tax box then fill in her remaining information and click **Update**.

Setting Up Corporate Clients

Scenario: Mr. Sonny Day has decided to start a company called S.J. Day Inc. which does business as SunJoy's Consulting.

The information for the company is as follows:

Address: Box 456, Port Hope, BC V6W 5Y3
Phone: 604 451 7565 Cell: Sonny: 778 265 4389
E-mail: Sonny: SunDay@hotmail.com Joy: jknight@knight.ca
Incorp. Date: May 1, 2011 Year End: Dec 31
Directors: Sonny Day, Joy Knight

The steps to setting up a Corporate client are similar to those for setting up a Personal client. In the **Admin** menu, open the **New Client** window and enter a new **Account Number**.

The screenshot shows the 'New Client' window with the following fields and options:

- Client Legal Name:** S.J. Day Inc. (Callout 1)
- Client Name (Alias):** SunJoy's Consulting (Callout 2)
- Business or dba:** ☒ (Callout 3)
- Person:** ☐
- Client Billable:** ☒ (Callout 3)
- Firm:** My Company name goes Here (dropdown)
- Branch:** Main (dropdown)
- Number:** 45000
- Classification:** Client (dropdown)
- Tax Code:** BC (dropdown)
- Create:** Button (Callout 4)

In the **New Client** window:

- ❶ Check the **Business or dba** (doing business as) box.
- ❷ Enter S.J. Day Inc.'s **Client Legal Name** and **Client Name (Alias)**.
- ❸ Make sure the **Client Billable** box is checked off.
- ❹ Click on **Create**. After you click **Create**, you might see a confirmation note for each client directory created in your computer system.

Open the Client Information Window

Client Information: SunJoy's Consulting <> 45000 <> 00:05:09

Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info
Notes	Legal	Dates	Numbers	Perm File	Published	Security

☐ Client Legal Name S.J. Day Inc. ❶ ☒ Business
☒ Client Name (Alias) SunJoy's Consulting ☐ Individual

Description Mailing address - New as of June 2013
 Address Box 456
 Port Hope, BC V3W 5Y3 ❷

	Number	Comment
Office	604 451 7565	Office
Cellphone	778 265 4389	Sonny
E-mail	SunDay@hotmail.com	Sonny
E-mail	jknight@knight.ca	Joy
Empty		
Empty		

❸

☒ Active
☒ Client Billable
☐ Hold (No Time/Expense)
☒ Compute Interest
☒ Email Statement
 SunDay@hotmail.com
 Client Type Client
 Rate Factor 1.00
 Tax Code BC

Firm My Company name goes Here Branch Main
 Partner Me Partner Edit Sector Professionals
 Primary Engagement 301 Compilation Last Year Completed 2013
 Year End Dec 31 Inc. Jurisdiction Inc. Date Jan 01, 2013

Exp Vcard Modify Update Close

Under the Main tab:

- ❶ Confirm that the check boxes on the right are checked off for **Business or dba**, **Active**, and **Client Billable**.
- ❷ Enter *S. J. Day Inc.*'s **Address** and **Numbers**.
- ❸ Select **Email Statement** and choose the appropriate email address.
- ❹ Enter the remaining information on this page as soon as possible to ensure your data base is up to date.

In the **Contacts** window, click on the **New** button and open the **Contact Management** window.

In the **Contact Management** window:

- ❶ Check to see if *Sonny Day* is listed elsewhere in the *Page* data base. Type in the first three letters of *Sonny*'s last name in the **Last name** box.
- ❷ Since he is already in the data base, all the information previously entered will display.
- ❸ Select his name in the List box and click on **Use Selected** to add him as a Contact to this client.

Repeat steps 1 to 3 to add *Joy Knight* as a Contact.

The number of times a person is listed as a contact in the database is shown in brackets after their name. Right clicking on the contact and choosing **View Relationships** will show all their listings.

When contacts are linked in this way, any change to their information in one client, will automatically be changed in all the places they are listed.

Client Information: SunJoy's Consulting <> 45000 <> 00:01:45

Main	Contacts	Staff	Execs	Bankers	Lawyers	4.6 Info
Notes	Legal	Dates	Numbers	Perm File	Published	Security

Dir	Name	Relationship	T1 Client
	Day, Sonny<2>		12345
	Knight, Joy<1>		12345

New Remove

Copy Client Copy Personal

Mr/Mrs Salutation

First/Last

Title

Description

Address

987 Ray Road
Port Hope, BC V6W 5Y4

	Number	Comment
Home	604 451 0989	
Cellphone	778 265 4389	Sonny
E-mail	SunDay@hotmail.com	Sonny
E-mail	jknight@knight.ca	Joy
Empty		
Empty		

Exp Vcard Modify

☐ 12345

☒ Default Contact

☒ Primary T1 Contact

☒ Personal Tax Client

Flags Edit

Personal Tax

File Number

Social Ins

DOB

YYYY-MMM-DD

Update Close

In the **Contacts** window:

- 1 Select the contact, *Day, Sonny*, and set him as a **Default Contact**.

With the Contacts added for *SunJoy Consulting*, in your Home window:

partner<>SunJoy's Consulting <> 45000 <> 03:15:31 - GST5\ysinc-vohcomr1 Training <>

File Admin History Time & Billing Client Viewer Timer-HF My Company Add Engagement Window Reports Help

☒ By Name ☐ A >

Client(1)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	Custom(0)	All(1)
S	I	Last From:	Last Sent To:	Description	Year End	Critical Date	T Date		W/P
✓		Paul Aitner	Paul Aitner	2011 Short YE	Dec 31	3/6/14	31/5/14		\$7.05

Training Data Loaded

General CF - 0

AR	-1300.00	0.00	-1300.00
WIP	27.90	PI	529.99
EXP	0.00	Trust	0.00
		Not included in AR amount	
Total		(\$1,272.10)	

Statements

Invoice Number	Date	Date E.	Amount	Owing
45000-MP-7	14/5/14		2625.00	0.00
45000-MP-10	14/5/14		1365.00	0.00

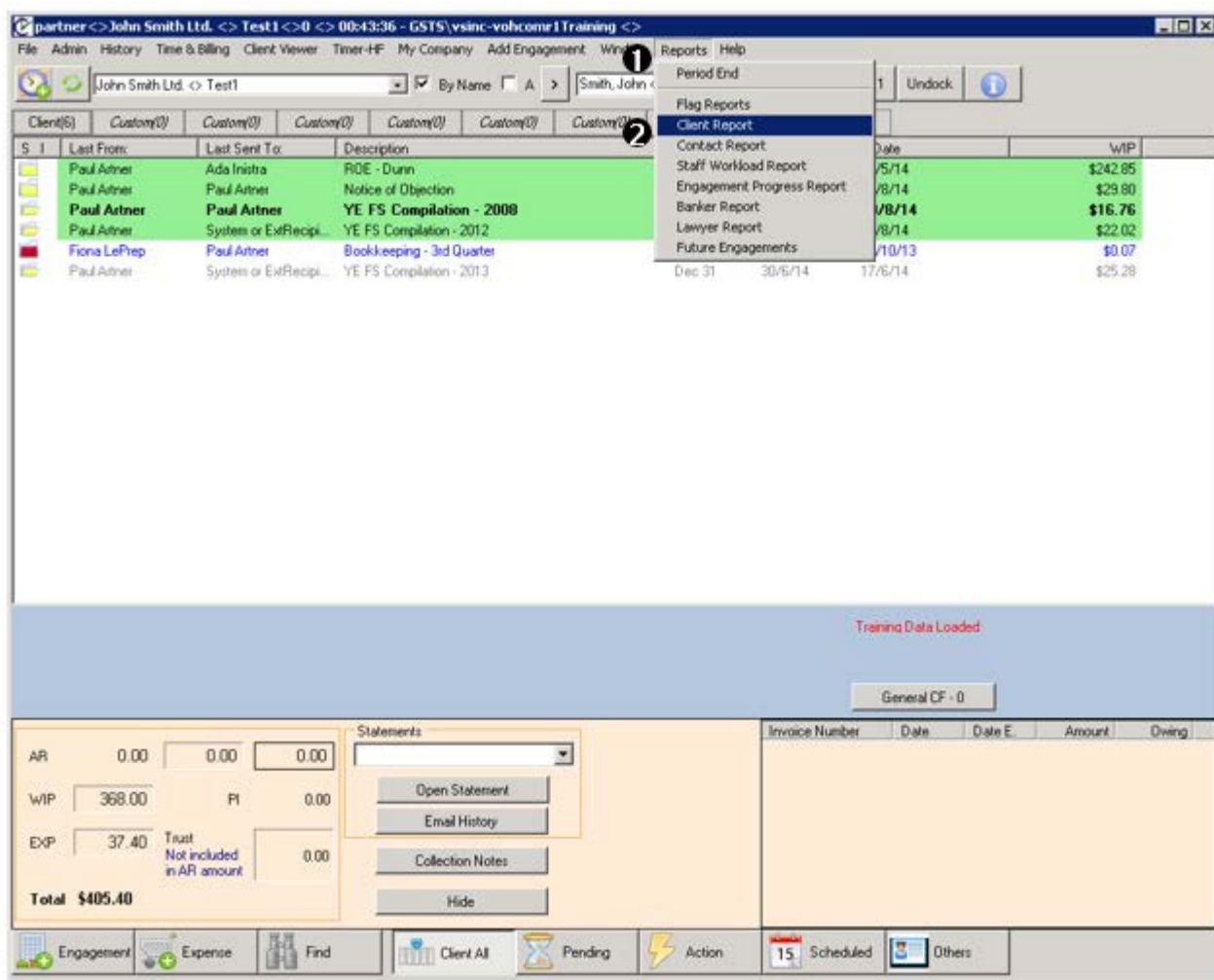
Select *SunJoy Consulting* in the **Client** drop down menu.

- ❶ Click on the **Refresh** button.
- ❷ The T1 clients connected to this Corporate client will show in the **T1** box.

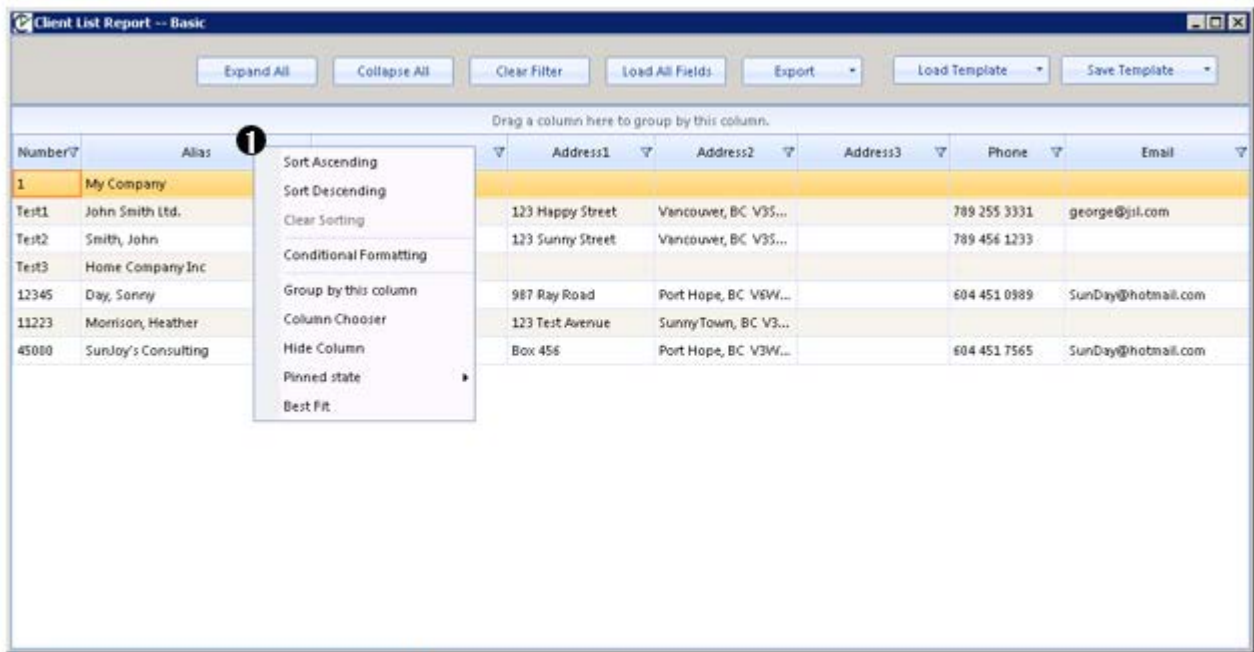
CLIENT REPORTS

Creating A Client Mailing List

Scenario: It is January 10, 2012 and your firm would like to send out tax time reminder letters to all your personal tax clients.



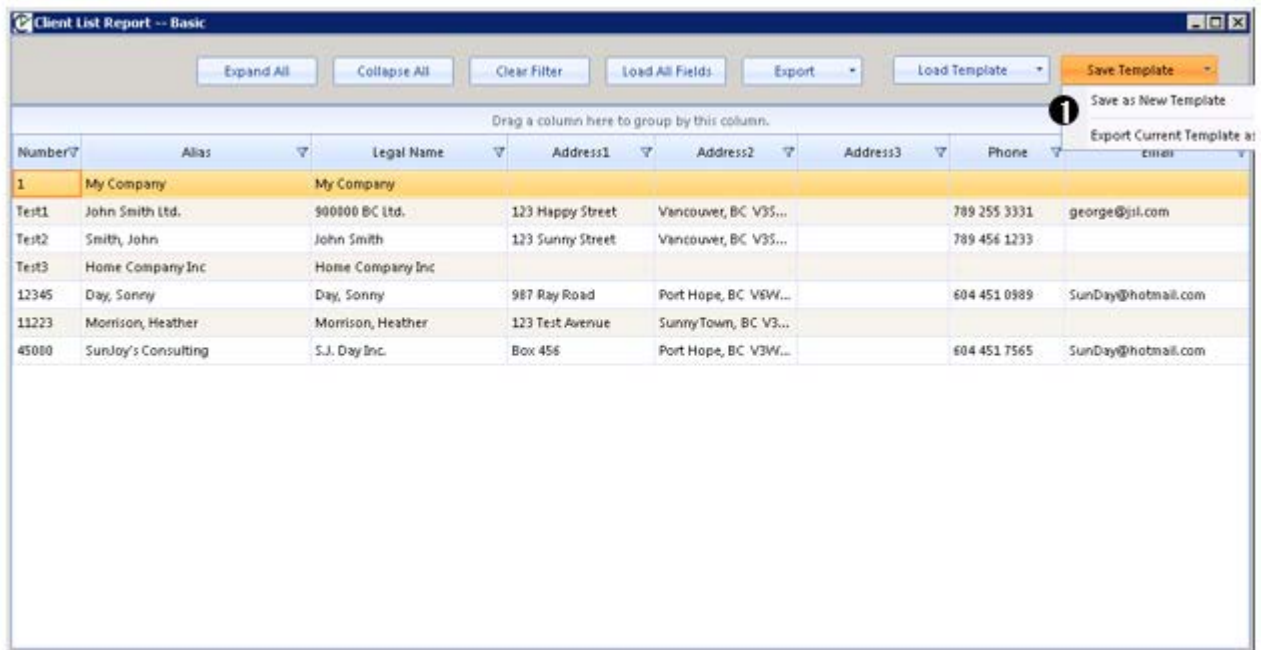
- 1 From the top menu bar click on the **Reports** button.
- 2 Select **Client Reports**



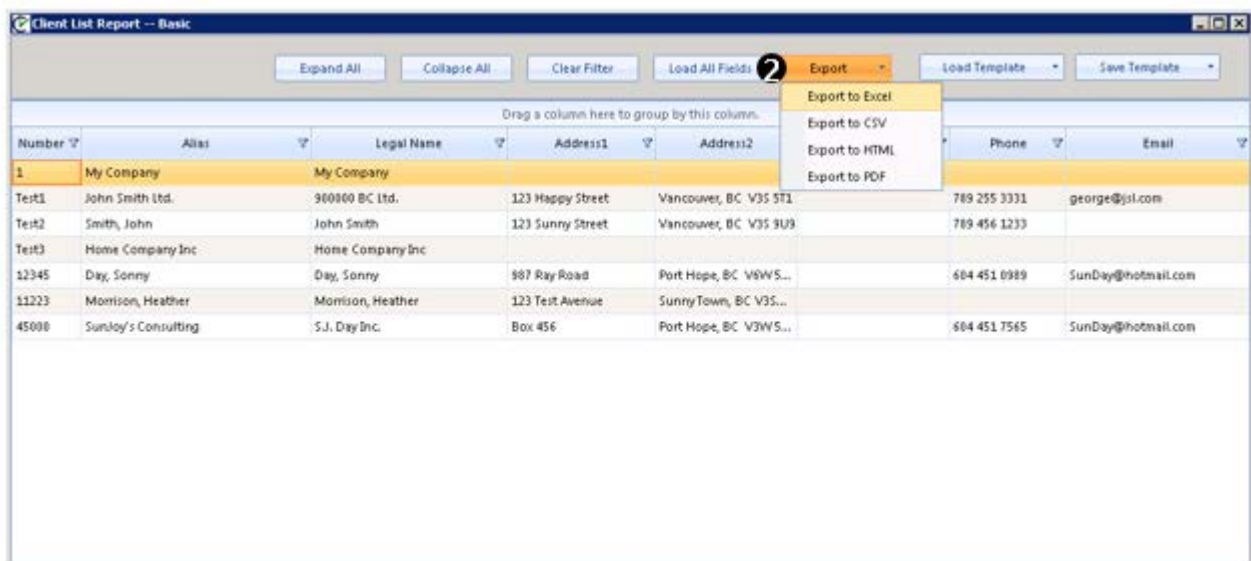
Client List Report – Basic will open automatically. This report can be edited and templates saved so your most commonly used reports are more readily available.

- 1 Right click on the column header bar anywhere to view your customizing options. Column Chooser will allow you to add a number of items that are available in the client information screen to your report.





- 1 Once you have either added or deleted columns, filtered and grouped the columns to your liking, you can save this template by clicking on the **Save Template** pull down. When you return to this report screen at a later date, that template will be available in the **Load Template** pull down.



- 2 Choose the **Export** pull down to determine how you would like to have this information exported. For a client mass mailing list choose to Export to Excel. Once your Excel spreadsheet opens you can use it as the data base for a mail merge with Word or just select the email addresses from that column and create a mass email.

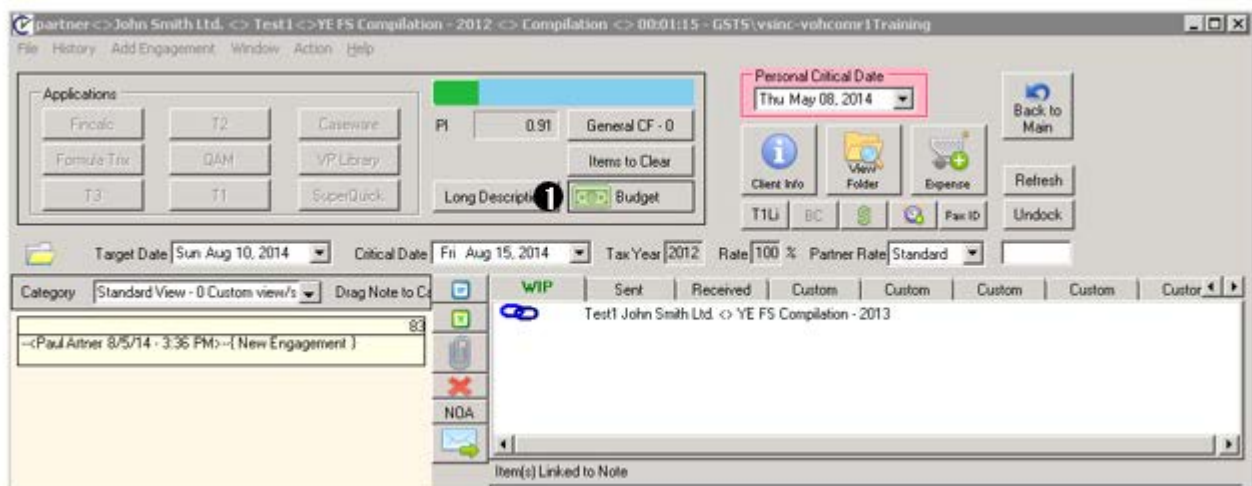
WIP AND EXPENSES

Evaluating WIP (Work in Process)

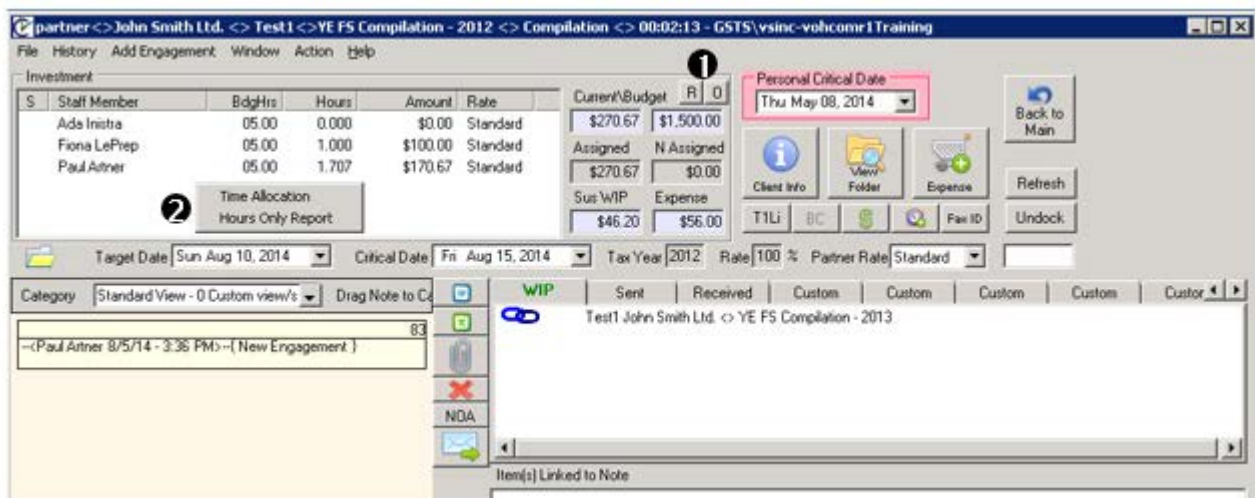
In *Page*, billing is based on Tasks or Engagements.

As staff work within an Engagement, their time and related charge out rate is attached to that Engagement. This provides for immediate information as to the value of the work being done. WIP in summary form for each engagement is visible in the client all view as well as in the action view.

Scenario: You want to see how much time has been spent on John Smith Ltd.'s *YE FS Compilation - 2012* Engagement and the charge out value of the work that has already been done.



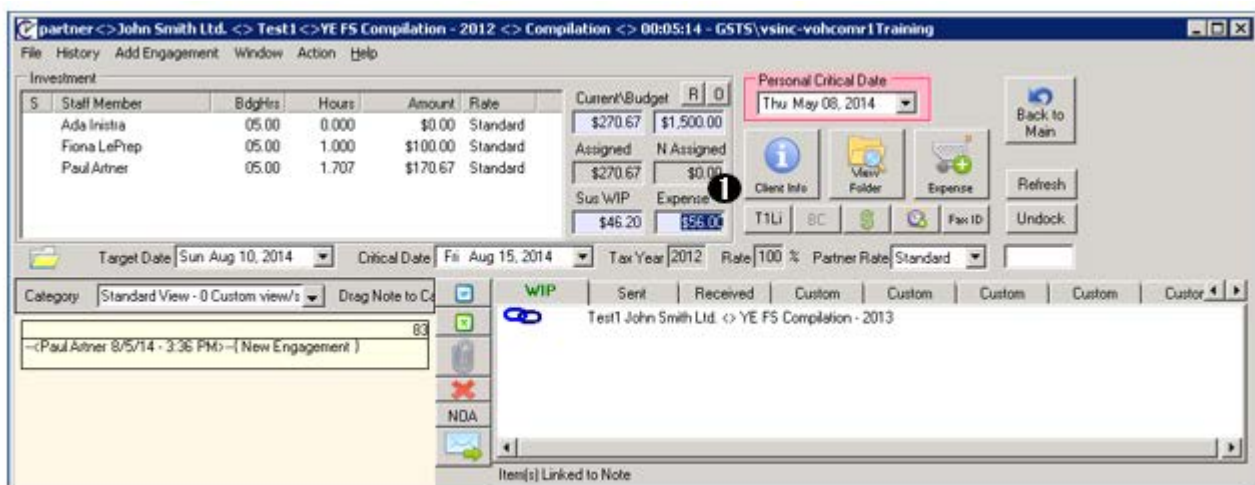
- 1 In the Engagement window, click on the **Budget** button to open the **Investment** window. This will display the hours and amounts invested in the Engagement.



In the Investment window:

- 1 Click on the **0** button to keep the **Investment** window open. It becomes an **X** when activated. Click on it again to close the window.
- 2 Right click on the list of staff to see the **Time Report** options, this report will print the detail for all staff assigned to this **Engagement**. Double clicking on a specific staff member will show a report for their hours only.

Scenario: You think there may be expenses attached to this work. There may also be more time that should be added.



- 1 Double click in the **Expenses** box and check the expenses **Attached** to this task as well as the **Outstanding Expenses**, those attached to this client, but not to a specific task.

John Smith Ltd. <> Test1 <> YE FS Compilation - 2012

Attached Expenses					Outstanding Expenses				
Entered	Description	Amount	Mark U/D	AR Amount	Entered	Description	Amount	Mark U/D	AR Amount
<input type="checkbox"/> 9/5/14	Courier	56.00	\$0.00	\$56.00	<input type="checkbox"/> 9/5/14	Outside Services	679.00	\$0.00	\$679.00

Selected Amount \$679.00 \$0.00 \$56.00

Select All Select None UnAssign Selected Items

Write Up/Down selected items to equal: Write Up/Down selected items by amount:

Selected Amount \$0.00 \$679.00

Select All Select None Assign Close

Transfer Selected Outstanding Expense to Client

☐ Name or Number John Smith Ltd. <> Test1

TRANSFER Process

- 1 Check off the **Outstanding Expenses** that should be added to the work
- 2 Click on the **Assign** button.

partner <> John Smith Ltd. <> Test1 <> YE FS Compilation - 2012 <> Compilation <> 00:00:14 - GST5\vsinc-vohcomr1Training

File History Add Engagement Window Action Help

S	Staff Member	BdgHrs	Hours	Amount	Rate
	Ada Inistra	05.00	0.000	\$0.00	Standard
	Fiona LePrep	05.00	1.000	\$100.00	Standard
	Paul Artner	05.00	2.102	\$210.24	Standard

Current\Budget R X

\$310.24 \$1,500.00

Assigned N Assigned

\$310.24 \$0.00

Sus WIP Expense

\$138.08 \$0.00

Personal Critical Date

Thu May 08, 2014

Client Info View Folder Expense

T1Li BC \$ Fax ID

Back to Main Refresh Undock

- 1 Double click on the **Sus WIP** box to check the **Suspended WIP** listing for additional time that should be added to this task.

The **Suspended WIP** listing is time that is attached to this client but not to a specific Engagement. These are the orange time line entries that were only saved to service codes not to engagements.

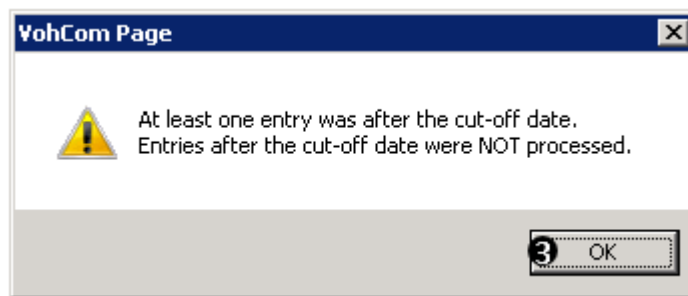
Scenario: You want to assign the suspended WIP time to the *YE FS Compilation - 2012* Engagement.

John Smith Ltd. <> Test1 - YE F5 Compilation - 2012

Date	Staff	Hours	Service	Rate	Amount	Sel Hrs	Sel Amount	Memo
<input type="checkbox"/> 7/5/14	Paul Artner	00.19	System	Standard	18.55	0.00	0.00	
<input type="checkbox"/> 8/5/14	Paul Artner	00.13	System	Standard	12.67	0.00	0.00	

Select All Select None Assign Close

- ① Check off the **Check** box for the May 7 WIP for Paul Artner .
- ② Click the **Assign** button. Work done on a date later than the **Time Sheet Cutoff** date cannot be assigned to an Engagement. If this is the case, this message will open.



- ③ Click **OK** and try again after the Cutoff date has been changed or after the staff member has adjusted their Time Sheet.

Changing The Time Sheet Cutoff Date

The **Time Sheet** tracks each staff member's **Hours** and the charge out **Amount** for an Engagement. Changes made in the Time Sheet will impact the WIP attached to Engagements.

Scenario: You want to know what WIP is available for billing. You do not want to make your evaluation of the time and amount assigned to an Engagement and then find, after billing, that the time assigned to the work has changed.

Hours	Amount	Number	Name	Engagement/Task	Service	Rate	Percent...
1.33	133.18	12345	Day, Sonny		System	Standard	100%
1.35	67.42	1	My Company		System non-billable	Cost	100%
0.24	23.80	45000	SunJoy's Consulting		System	Standard	100%
0.06	5.95	Test1	John Smith Ltd.	YE FS Compilation - 2008	Compilation	Review	100%
0.02	1.52	Test1	John Smith Ltd.	YE FS Compilation - 2008	Compilation	Standard	100%
1.48	148.45	Test1	John Smith Ltd.	YE FS Compilation - 2012	Compilation	Standard	100%

Client: ☐ Name or Number: John Smith Ltd. <> Test1

Services: ☐ By Code: Rate: Standard ☐ Non Billable

Date: Fri May 09, 2014

Billing Message Only:

Staff: Paul Aitner ☐ In-Active Only

Hours: 0.02 Rate: 100.00 Standard Total Hours: 4.48

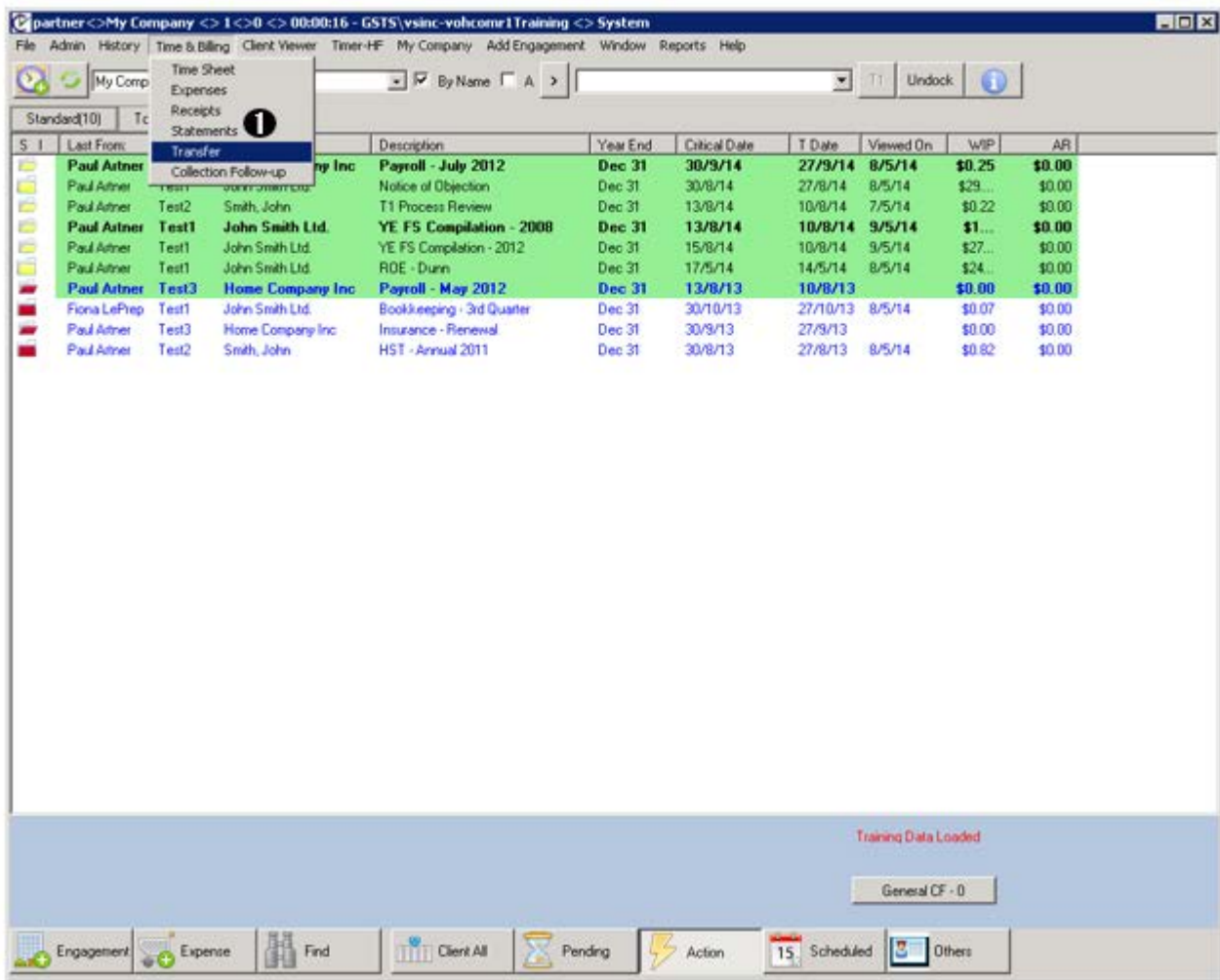
Buttons: New, Delete, Cancel, Save, Cut Off 30/4/14, Report, Daily, Close, EXIT

In the Time Sheet:

- ❶ Click on the **Cut Off** button to enter a new date for your **Earliest Entry**. If someone's Time Sheet has unassigned, or orange highlighted entries, the date cannot be changed. Only staff with permissions can change the date backwards. When the date is set back, any staff member can make changes to their prior Time Sheets.
- ❷ The **Staff** drop down menu allows the staff member with permissions, to check other staff members' Time Sheets for unassigned entries and adjust them if necessary.

Transferring WIP

Scenario: You accumulated some time in the *HST - Annual 2013 Engagement* for John Smith that should be billed in the John Smith Ltd.'s, *YE FS Compilation – 2013 Engagement*.



① In the Home window, select **Transfer** from the **Time & Billing** menu.

The screenshot shows the WipTransfer window with the following details:

- Transfer From:** Client: ☐ Name or Number: **Smith, John <> Test2** (marked with 1); Engagements: **HST - Annual 2011**
- Transfer To:** Client: ☐ Name or Number: **John Smith Ltd. <> Test1** (marked with 2); Engagements: **YE FS Compilation - 2012**
- Table (marked with 3):**

Hours	Amount	Staff Member	Service Code	Rate	Date
0.00	0.15	Paul Artner	T1 & Personal Tax S...	Standard	May-09-2014
1.00	100.00	Paul Artner	T1 & Personal Tax S...	Standard	May-06-2014
0.25	25.00	Paul Artner	T1 & Personal Tax S...	Standard	May-07-2014
- Summary:** 1.00 100.00
- Buttons (marked with 4 and 5):** Select All, Select None, **Move Engagement** (red button), Commit Transfer, Close

In the WIP Transfer window:

- ❶ Select *Smith, John* as the **Transfer From, Client** and *GST/HST –Annual 2013* as the **Engagement**.
- ❷ Select *John Smith Ltd.* as the **Transfer To, Client** and *YE FS Compilation 2013*, as the **Engagement**.
- ❸ Click on Paul Artner's time as the **WIP to be Transferred**.
- ❹ Click on **Commit Transfer**.

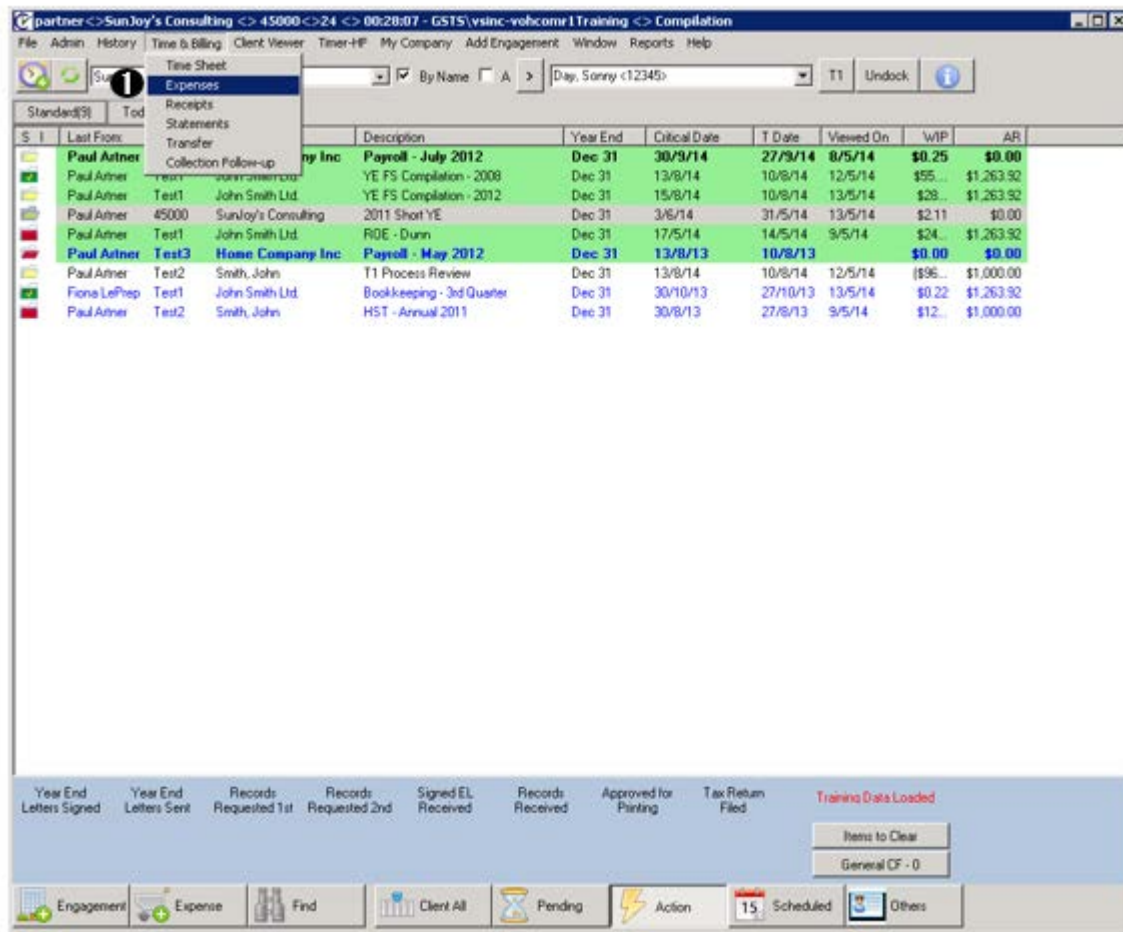
As with transferring Suspended WIP, only WIP from before the Time Sheet Cut Off date can be transferred from one Engagement to another.

- ❺ You may want to transfer not just WIP, but move the entire Engagement from one client to another. Complete steps 1 and 2. Step 2 will allow you to select a Client, but not an Engagement and then tick off the **Move Engagement** box before clicking on Commit Transfer.

Adding Expenses Or Disbursements

Whether your firm chooses to invoice for Disbursements, or not, adding them to Engagements can provide a true picture of the cost of the work.

Scenario: You have a courier bill with shipping charges for three different clients.



- 1 In the Home window, select **Expenses** from the **Time & Billing** menu.

The screenshot shows the 'Batch Mode' window with the following elements and numbered callouts:

- 1** Entry Date: Fri May 09, 2014
- 2** Client: Home Company Inc <> Test3
- 3** Expense: Courier < 760 >
- 4** Amount \$: 22.95
- 5** Attach Note: Courier at client request
- 6** Total \$: 22.95
- 7** The right-hand pane, which contains a table with columns: Client, Staff, Description, Amount.

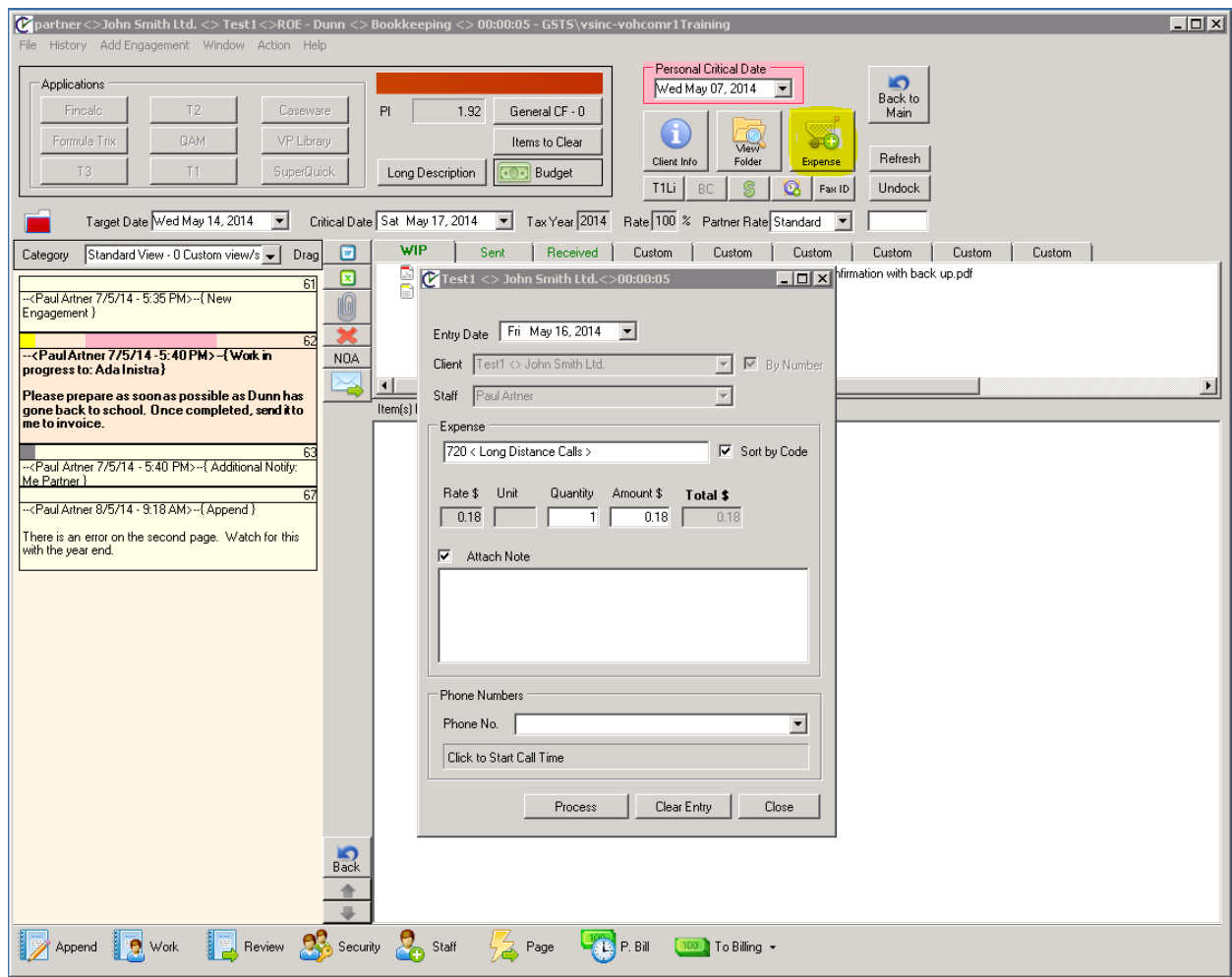
Buttons at the bottom include: Process Batch, Clear Entry, Close, Delete Entry, and a Total: 0.00 display.

In the **Batch Mode** window:

- 1** Select the **Entry Date**.
- 2** Select the **Client**, *Test3<>Home Company Inc..* Uncheck the **By Number** box to see the drop down menu if needed.
- 3** Select the **Expense** code, *Courier < 760 >*. Uncheck the **By Code** box to see the drop down menu if needed.
- 4** Enter the **Amount** of the courier charge.
- 5** Add a **Note** with detail about the charge.
- 6** Click on the **Add to Batch** button.
- 7** Each charge added will be shown in the space on the right.

When all your entries are added, click on **Process Batch**. These expenses will be added to the clients, but will not be attached to Engagements. They will be Suspended expenses

Expenses can be posted directly to individual clients as well.



In the Home window, the **Expense** button is in the lower bar but inside the **Engagement** window, the same **Expense** button is in the upper right section. Using this button attaches the Expense to this specific **Engagement**.

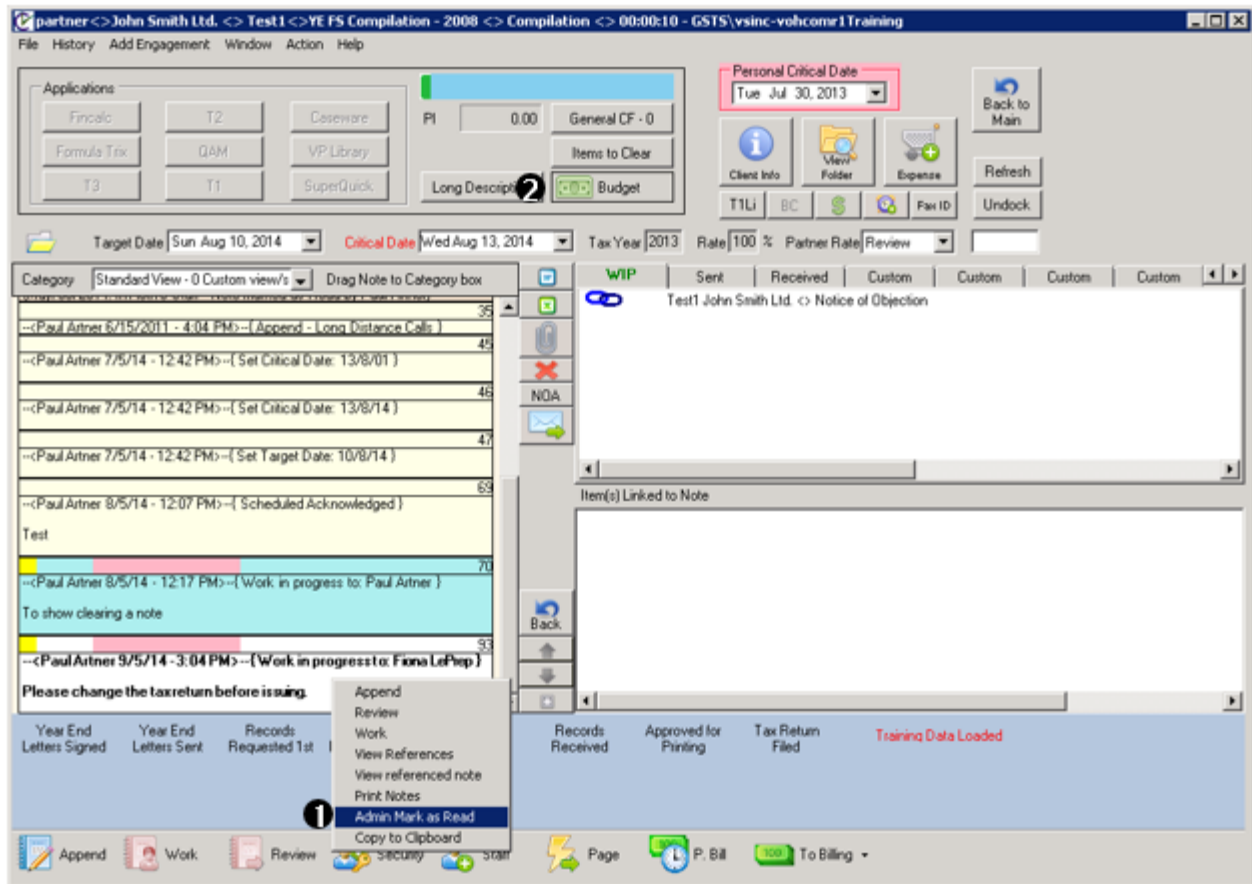
In addition to giving you a quick way to post Expenses to individual clients, the Expenses window also gives you a tool for tracking phone calls.

INVOICES AND STATEMENTS

Completing An Engagement And Creating An Invoice

In *Page*, only time and expenses attached to Engagements can be invoiced. Multiple Engagements can be added to a single invoice.

Scenario: The work for John Smith Ltd.'s *YE FS Compilation 2012* appears ready for invoicing.



Inside the Engagement window:

- ❶ Check that all the notes have been read and the work done. If any staff members have forgotten to mark notes as read, Admin staff can right click on the note and select **Admin Mark as Read**.
- ❷ Click on the **Budget** button to check the **Sus Wip** and **Expense** boxes for unassigned charges that should be included.

Remember to transfer in/out WIP from/to another Engagement if desired.

Scenario: The 2008 YE Engagement is ready for final billing. The actual WIP is \$449.29. You want the invoice to be for \$300.00 plus disbursements, and you want to let John Smith know that you are writing off \$149.29.

Click on **To Billing** in the bottom bar to open the **New Invoice** window.

The **New Invoice** window is a preview of the Invoice to be created. Changes made in this preview are saved automatically.

John Smith Ltd.

Print Draft YE FS Compilation - 2008 Add Approve Invoice Date 5/ 9/2014 Delete Section Previous Page Next Page

Default
Chartered Accountants

Phone: 250 624 3456 604 541 4567
Fax: 250 624 4836 604 541 4839
Email: firm@mycom.ca Web Site: www.mycom.ca

John Smith Ltd.
123 Happy Street
Vancouver, BC V3S 5T1

Draft INVOICE

No: Pending
Date: 9-May-2014
Page: 1 of 1
Amount Due: \$549.92

insert tax number

YE FS Compilation - 2008 \$ 475.00

Disbursements on your behalf:

Photocopies	\$ 3.50	
Courier	12.50	16.00

Amounts are due upon receipt of invoice.
We accept all major credit cards.

Our Fee	491.00
HST 12%	58.92
Total Payable	\$ 549.92

Send To: Close

The Invoice preview total, before adjustments, shows the:

- The budget amount assigned to the *YE FS Compilation 2008 Engagement*, \$475.00 and the Disbursements attached to the *Engagement*, \$16.00.

To make adjustments to the wording, select the existing wording and type something new. Or right click will give you options to have preset wording.

John Smith Ltd.

Print Draft YE FS Compilation - 2008 Add Approve Invoice Date 5/ 9/2014 Delete Section Previous Page

Default
Chartered Accountants

Phone: 250 624 3456 604 541 4567
Fax: 250 624 4856 604 541 4839
Email: fsm@mycom.ca Web Site: www.mycom.ca

John Smith Ltd.
123 Happy Street
Vancouver, BC V3S 5T1

Draft

INVOICE

No: Pending
Date: 9-May-2014
Page: 1 of 1
Amount Due: \$549.92

INSERT TAX NUMBER

YE FS Compilation - 2008 \$ 475.00

Disbursements on your behalf
Photocopies
Courier

Amounts are due upon receipt of invoice
We accept all major credit cards.

☒ Show Total
☐ Show Engagement
 Insert Section Before
 Engagement Title
 Service Code Description
 Save As Custom
 Delete Custom Text
 Set Spell Check Options

\$ 3.50
12.50 16.00
491.00
58.92

Total Payable \$ 549.92

If you do not wish to invoice the budget quote amount, double click on the coloured space, the Investment window link, to open the **Investment** window.

John Smith Ltd. <> Test1 <> YE FS Compilation - 2008

Investment

S	Staff Member	BdgHrs	Hours	Amount	Rate	WriteUP	AR Amount	Current\Budget	R
<input checked="" type="checkbox"/>	Ada Inistra	00.25	0.000	\$0.00	Standard	\$0.00	\$0.00	\$25.66	\$475.00
<input checked="" type="checkbox"/>	Fiona LePrep	04.00	0.000	\$0.00	Standard	\$0.00	\$0.00	Assigned	N Assigned
<input checked="" type="checkbox"/>	Paul Artner	00.00	0.018	\$1.77	Standard	\$31.00	\$32.77	\$25.66	\$0.00
<input checked="" type="checkbox"/>	Paul Artner	00.50	0.239	\$23.89	Review	\$418.34	\$442.23	Sus WIP	Expense
								\$31.22	\$695.00

1 2

Select All
Select None

Selected Amount \$25.66 \$449.34 \$475.00

Finalize Amount

Set

Selected items for AR to equal:

Selected items write up/down by amount:

Discount \$0.00

Additional Time \$0.00

Close

In the **Investment** window:

- ❶ Double click the **Sus WIP** box to check again for unassigned WIP which you could bill with this invoice. Select and add any WIP you wish to include or simply close.
- ❷ If you wish to review the expense amounts, double click the **Expense** box to see the expenses.

John Smith Ltd. <> Test1 <> YE FS Compilation - 2008

Attached Expenses

Entered	Description	Amount	Mark U/D	AR Amount
<input type="checkbox"/> 25/7/13	Photocopies	3.50	\$0.00	\$3.50
<input type="checkbox"/> 25/7/13	Courier	12.50	\$0.00	\$12.50

❸ Outstanding Expenses

Entered	Description	Amount	Mark U/D	AR Amount
<input checked="" type="checkbox"/> 9/5/14	Outside Services	679.00	\$0.00	\$679.00

Selected Amount: \$0.00 \$16.00 Set ❺

Select All Select None UnAssign Selected Items

Write Up/Down selected items to equal: ❹

Write Up/Down selected items by amount:

Selected Amount: \$679.00 \$0.00 \$679.00

Select All Select None Assign ❻ Close

Transfer Selected Outstanding Expense to Client

☐ Name or Number John Smith Ltd. <> Test1

TRANSFER Process

- ❸ Select all the **Outstanding Expenses** and then click the **Assign** button to attach them to this **Engagement**.
- ❹ You can adjust the amount of these expenses by selecting them and then utilizing either of the **Write Up/Down** options displayed.
- ❺ When you are happy with the amounts, click **Set**
- ❻ Click **Close**.

John Smith Ltd. <> Test 1 <> YE F5 Compilation - 2008

Investment

S	Staff Member	BdgHrs	Hours	Amount	Rate	WriteUP	AR Amount
<input type="checkbox"/>	Ada Inistra	00.25	0.000	\$0.00	Standard	\$0.00	\$0.00
<input type="checkbox"/>	Fiona LePrep	04.00	0.000	\$0.00	Standard	\$0.00	\$0.00
<input type="checkbox"/>	Paul Artner	00.00	0.018	\$1.77	Standard	\$18.88	\$20.65
<input type="checkbox"/>	Paul Artner	00.50	0.239	\$23.94	Review	\$255.41	\$279.35

Current\Budget R

\$25.71 \$475.00

Assigned N Assigned

\$25.71 \$0.00

Sus WIP Expense

\$31.22 \$166.00

1 Select All

Select None

2

Selected Amount \$0.00 \$274.29 \$300.00

Set

4 Finalize Amount

3 Discount 149.29

Additional Time \$0.00

5 Close

Selected items for AR to equal:

Selected items write up/down by amount:

Back in the **Investment** window:

- 1 Select all the time entries.
- 2 Enter \$300.00 in the box above the Set button and click **Set**.
- 3 Enter \$149.29 in the **Voluntary Discount** box.
- 4 Click on the **Amount** button to Finalize the amounts.
- 5 Click **Close**.

John Smith Ltd.

Print Draft YE FS Compilation - 2008 Add Approve Invoice Date 5/ 9/2014 Delete Section Previous Page Next Page

Default
Chartered Accountants

Phone: 250 624 3456 604 541 4567
Fax: 250 624 4856 604 541 4839
Email: firm@mycom.ca Web Site: www.mycom.ca

John Smith Ltd.
123 Happy Street
Vancouver, BC V3S 5T1

INVOICE

No: Pending
Date: 9-May-2014
Page: 1 of 1
Amount Due: \$521.92

insert tax number

YE FS Compilation - 2008	\$ 449.29	
Discount:	② (149.29)	\$ ① 300.00
Disbursements on your behalf:		
Photocopies	3.50	
Courier	12.50	
Outside Services	150.00	166.00
Our Fee		466.00
HST 12%		55.92
Total Payable		\$ 521.92

Amounts are due upon receipt of invoice.
We accept all major credit cards.

③ Send To: Close

- ① The **Set** amount of \$300 shows in the totals column. It is the Set amount that determines the total WIP billed for the Engagement.
- ② The amount listed for the *YE FS Compilation- 2008*, \$449.29, has been adjusted automatically to include the **Discount** so the total calculations will display correctly.
- ③ Click on the **Send To** button to send the invoice to a reviewer

Scenario: Paul Artner wants to include the *Notice of Objection* Engagement on this invoice and bill it for \$100.

John Smith Ltd.

Print Draft Notice of Objection **2** **1** Add Approve Invoice Date 5/12/2014 Delete Section Previous Page Next Page

Chartered Accountants Fax: 250 624 4856 604 541 4839 Email: firm@mycom.ca Web Site: www.mycom.ca

John Smith Ltd.
123 Happy Street
Vancouver, BC V3S 5T1

Draft

INVOICE

No: Test1-DPP-1
Date: 12-May-2014
Page: 1 of 1
Amount Due: \$633.92

Insert tax number

Notice of Objection	\$	100.00
YE FS Compilation - 2008	\$	449.29
Discount:	(149.29)	300.00
Disbursements on your behalf:		
Photocopies	3.50	
Courier	12.50	
Outside Services	150.00	166.00
Our Fee		566.00
HST 12%		67.92
Total Payable	\$	633.92

Amounts are due upon receipt of invoice.
We accept all major credit cards.

Send To: Close

In the Invoice Preview:

- 1 Click **Add**.
- 2 Select the *Notice of Objection* Engagement in the drop down menu.

The Engagement will be listed above the original Engagement. Each added Engagement has its own **WIP** and its own **Set** amount. It can be treated just like the initial Engagement with the grey bar being its link to the Investment window.

When more than one Engagement is added to an invoice, the invoice total will be the total of the two **Set** amounts for the two Engagements.

Scenario: Paul Artnr says the invoice is ready to go. He would like to have it printed and ready to present to John Smith when he meets with him. He would also like to have the Engagement available for tracking the time taken for the meeting.

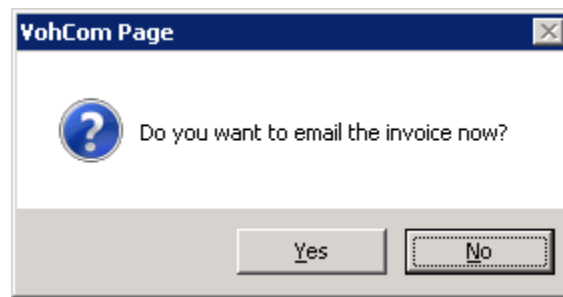
In the Invoice preview:

- ❶ Select an **Invoice Date**. NOTE this date must be after the engagement creation date.
- ❷ Click **Approve**. This changes the button to **Unapproved**, and changes the **Print Draft** button to **Print**.
- ❸ Click **Print**.

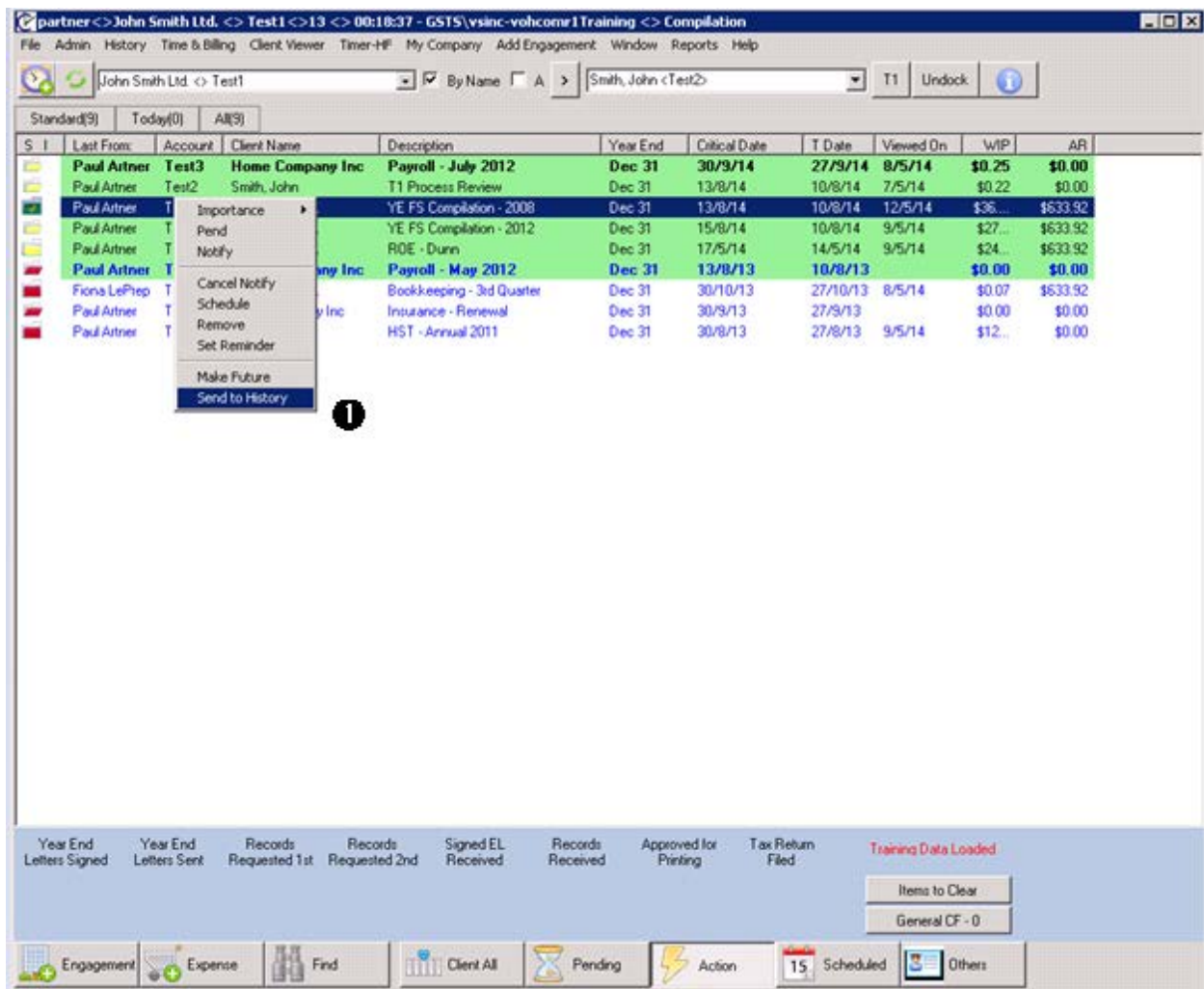
Make sure the Invoice has printed correctly, if it has not; choose **Cancel** and then **Unapprove**. Make changes as required and print again. If the invoice is correct now, Click the middle option in the **Post Invoice** window. This method leaves the **Engagement** more readily available for Paul's meeting with the *John Smith* about the 2008 YE.

An **Engagement** that is invoiced but not sent to history has a green folder with a yellow checkmark in it. Any time recorded in an invoiced **Engagement** will automatically adjust the profit. On your time sheet this **Engagement** will display with a green highlight through it.

Once you have made your selection in the **Post Invoice** window, you will be given the opportunity to email the invoice.

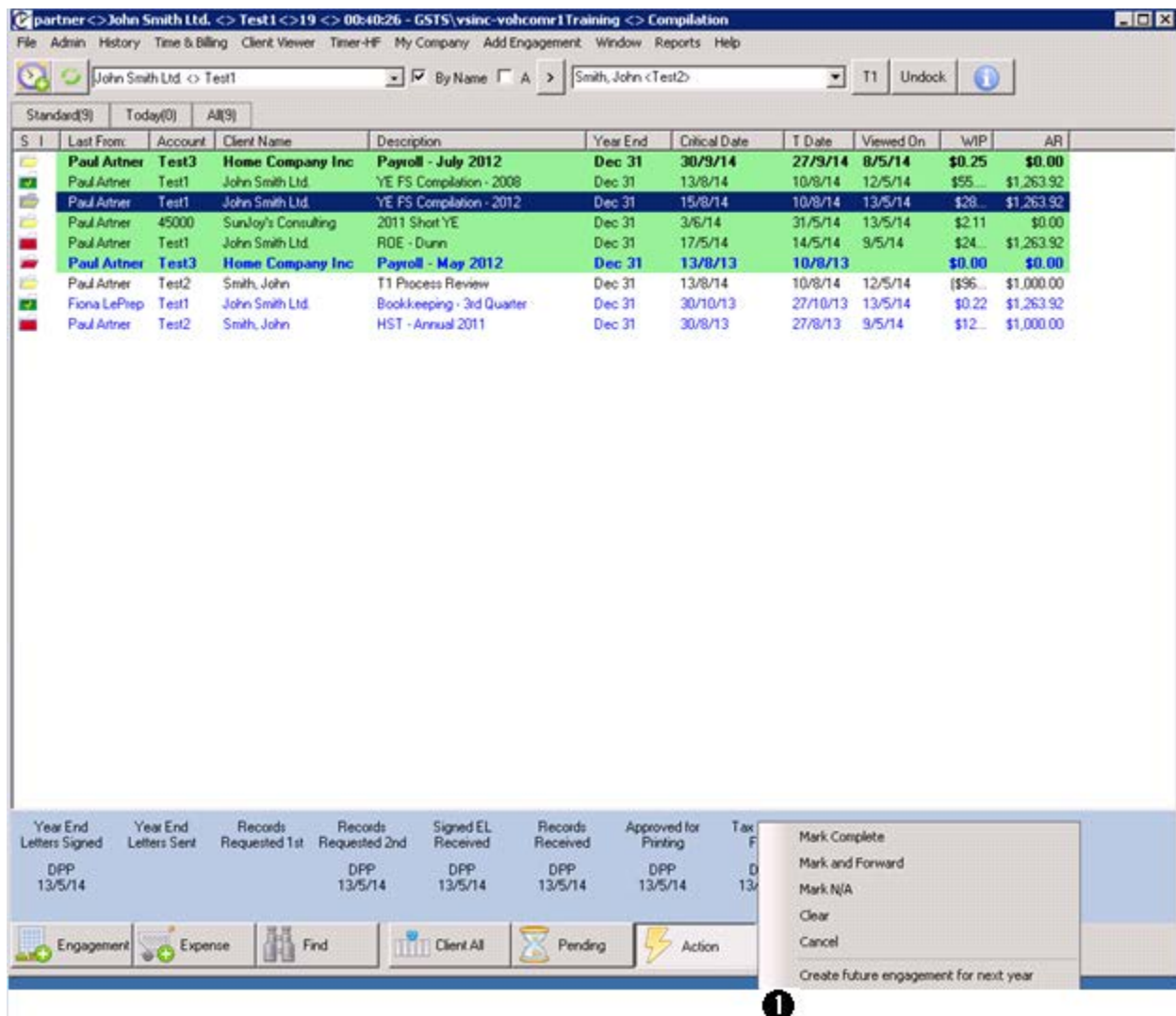


After all work has been fully completed and the meeting has been held; you are ready to send this Engagement to history, create a **Future Engagement** if appropriate and then right click on the folder and select **Send to History**.



To send the **Engagement** to **History**

- ① Right click on the **Engagement** in your **Action** or **Client All** view and select **Send to History**.



To create a **Future Engagement** from the **Progress Template**:

- ① Right click on **Tax Return Filed** and select **Create Future Engagement for Next Year**
Complete the future engagement set up.

Engagements in history can still be viewed, but they are no longer in **Client All** or **Action** lists. Time will not be recorded in these types of **Engagements** either. Opening **Historical Engagements** will record time as Suspended WIP to the client.

Scenario: The YE Compilation - 2011 Short YE Engagement for SunJoy's Consulting is ready to be invoiced. The total invoice is to be for \$1,200.

Prepare a draft invoice for \$1,200.

Scenario: Although all the time was accumulated in this Engagement, Paul would like his meeting with Sonny regarding his Share setup, to be shown on a separate line and to be assigned \$300.00.

SunJoy's Consulting
Chartered Accountants
Box 456
Port Hope, BC V3W 5Y3

Invoice: 250 024 3400
Fax: 250 624 4856
Email: firm@mycom.ca

Invoice Date: 5/13/2014
Web Site: www.mycom.ca

INVOICE
No: Pending
Date: 13-May-2014
Page: 1 of 1
Amount Due: \$1,260.00

Time charges for Share Setup Discussion \$ 300.00

YE Compilation - 2011 Short YE 900.00 \$ 1,200.00

Additional time charges for sorting records.

Amounts are due upon receipt of invoice.
We accept all major credit cards.

Send To: **Close**

In the Invoice preview:

- ① Right click on the link and select **Insert Section Before**. Enter the description: *Time Charges for Share Setup Discussion*.
- ② Right click on the link again and select **Show Total**. Enter \$900.00 in the Subtotal Box that displays (see page 25).
- ③ Right click on the Inserted Section and select **Show Total**. Enter \$300.00 in the Subtotal Box that displays (see page 25).

Scenario: As a final addition, Paul would like the billing note about the extra time for sorting receipts, to be added as part of the YE.

- ④ Right click on the main link section and select **Add Billing Notes** then choose the billing note format that you prefer from the **Format Billing Notes** prompt.

Format Billing Notes

☐ Keep User and Time information in the billing notes.

☒ Do Not keep User and Time information in the billing notes.

OK **Cancel**

SunJoy's Consulting
Chartered Accountants

My Company name goes here
Box 456
Port Hope, BC V3W 5Y3

Phone: 250 624 4836 Fax: 250 624 4836
Email: firm@mycom.ca Web Site: www.mycom.ca

INVOICE

No: Pending
Date: 13-May-2014
Page: 1 of 1
Amount Due: \$1,260.00

Item	Amount	Total
Time charges for Share Setup Discussion	300.00	
YE Compilation - 2011 Short YE	900.00	\$ 1,200.00
Additional time charges for sorting re		
Show Total		1,200.00
Show far Total		60.00
		\$ 1,260.00

Amounts are due upon receipt of invoice.
We accept all major credit cards.

Send To: Close

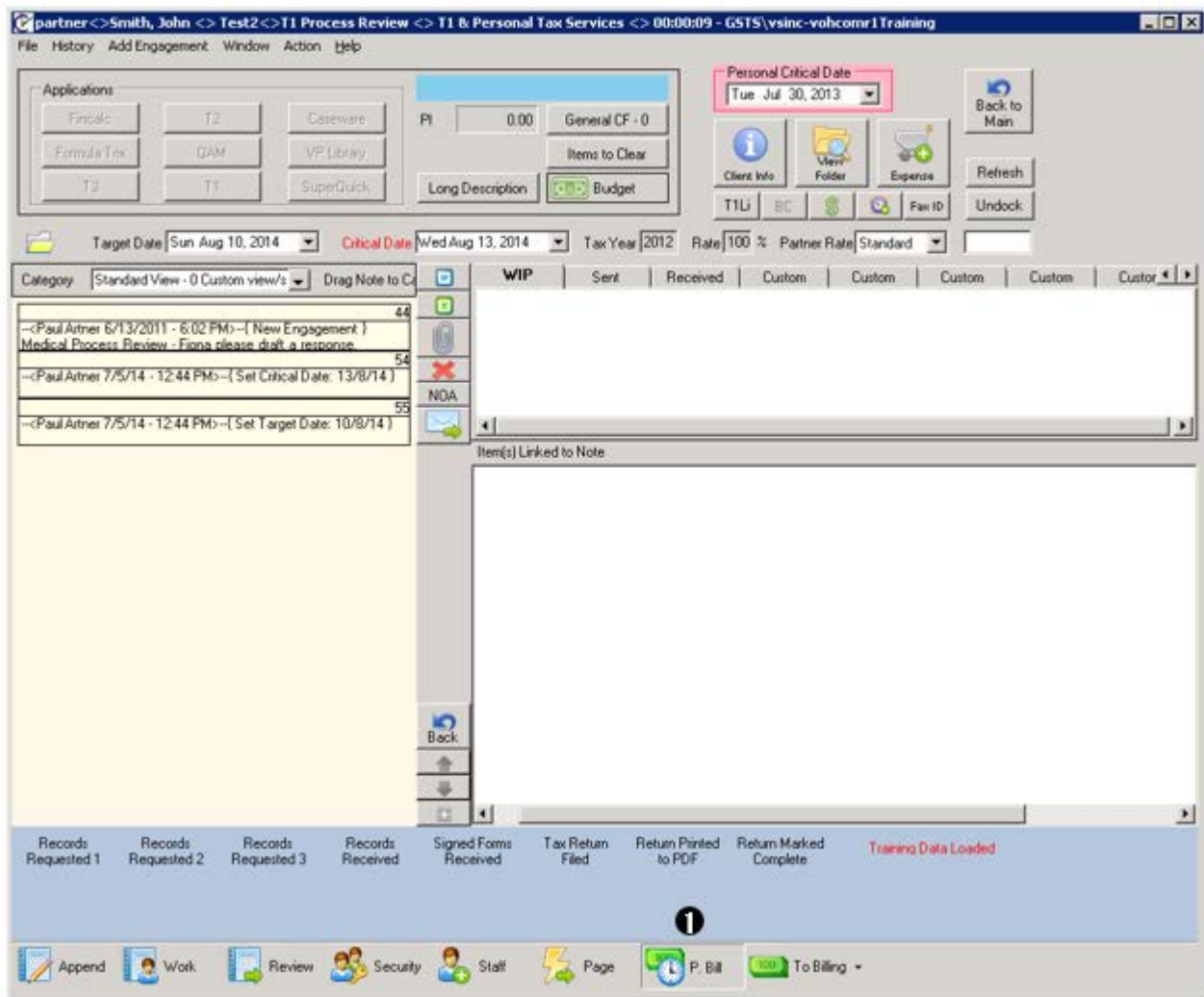
- ❶ Right click on the Billing Note section and select **Indent**.
- ❷ If you need to Delete a section use the **Delete Section** button in the top bar.

With the information entered, make sure all the subtotals add up to the Engagement's Set amount on the right hand side. The system does not automatically calculate this section.

Spacing can be added to the sections with your keyboard *Enter* key. Finish processing the invoice.

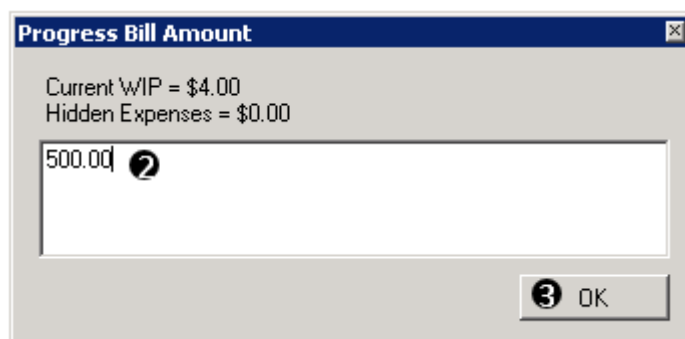
Creating A Progress Invoice

Scenario: Paul Artnier has asked that John Smith be sent an invoice of \$500 for his Process Review even though there is more work to be done on the Engagement, with possible further billing.



In the **Engagement** window for John Smith's Process Review:

- ❶ Click on the **P.Bill** button. Note: the folder has NOT been marked Complete.



- ❷ In the **Progress Bill Amount** window, enter the amount of the Progress Invoice: \$500.
- ❸ Click **OK**.

The screenshot shows the 'Progress Bill' application window. At the top, there are buttons for 'Print Draft', 'T1 Process Review', 'Add', 'Approve', 'Invoice Date' (set to 5/12/2014), 'Delete Section', 'Previous Page', and 'Next Page'. The main area displays a 'Draft' watermark and an 'INVOICE' section with the following details:

No:	Pending
Date:	12-May-2014
Page:	1 of 1
Amount Due:	\$500.00

Below the invoice details, there is a 'PROGRESS INVOICE' section with a yellow background. It states: 'Progress invoice for time charges to date regarding' followed by a dollar sign and '500.00'. To the left of this, a box contains the text: 'Amounts are due upon receipt of invoice. We accept all major credit cards.' To the right, it lists 'Our Fee' as 500.00 and 'Total Payable' as \$500.00. At the bottom, there are buttons for 'Send To:' and a circled '1' next to 'Close'.

The Progress Invoice preview will open up. If expenses were attached to the **Engagement**, they will be included in the Progress Invoice. If you do not want these expenses included they must be unassigned prior to invoicing.

To make adjustments to the wording, select the existing wording and type something new. The invoice amounts cannot be adjusted here, if you have the wrong amount you must start again.

- ❶ Click **Close** to cancel the Progress Invoice.
- ❷ Click **Approve** then **Print**.
- ❸ Click **Yes** if the Invoice printed correctly, or click **Unapprove**, edit the wording and repeat the printing process.

A small dialog box titled 'VohCom Page' with a question mark icon. The text inside asks 'Did invoice print correctly?'. At the bottom, there are two buttons: 'Yes' and 'No'.

A small dialog box titled 'VohCom Page' with a question mark icon. The text inside asks 'Do you want to email the invoice now?'. At the bottom, there are two buttons: 'Yes' and 'No'.

If you wish to email the invoice now, click yes. When the **Progress Invoice** is posted, it will show, inside the **Engagement**, in the Investment window, highlighted in green.

Investment

S	Staff Member	BdgHrs	Hours	Amount	Rate
	Fiona LePrep	01.00	0.000	\$0.00	Standard
	Paul Artnr	00.25	0.348	\$34.80	Standard
	Progress Bill	00.00	2.000	(\$1,000.00)	N/A

Current Budget: \$34.80, N Assigned: \$34.80, Sus WIP: \$24.18, Expense: \$0.00

Personal Critical Date: Tue Jul 30, 2013

Target Date: Sun Aug 10, 2014, Critical Date: Wed Aug 13, 2014, Tax Year: 2012, Rate: 100%, Partner Rate: Standard

Category: Standard View - 0 Custom view/s

WIP: Sent, Received, Custom, Custom, Custom, Custom, Custom, Custom

Item(s) Linked to Note

Progress invoices will show as deductions on future invoices, whether those future invoices are also progress invoices, or are final invoices.

Smith, John
123 Sunny Street
Vancouver, BC V3S 9U9

Invoice Date: 5/17/2014

Email: firm@mycom.ca, Web Site: www.mycom.ca

Draft INVOICE

No: Pending
Date: 17-May-2014
Page: 1 of 1
Amount Due: \$525.00

insert tax number

T1 Process Review	\$	1,500.00
Less previous progress invoices		
Test2-DPP-4	\$	(500.00)
Test2-DPP-3		(500.00)
		(1,000.00)
Our Fee		500.00
GST at 5%		25.00
Total Payable	\$	525.00

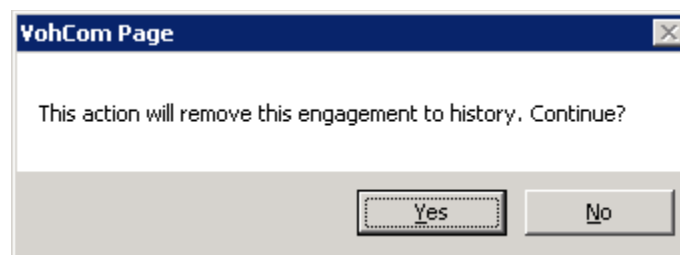
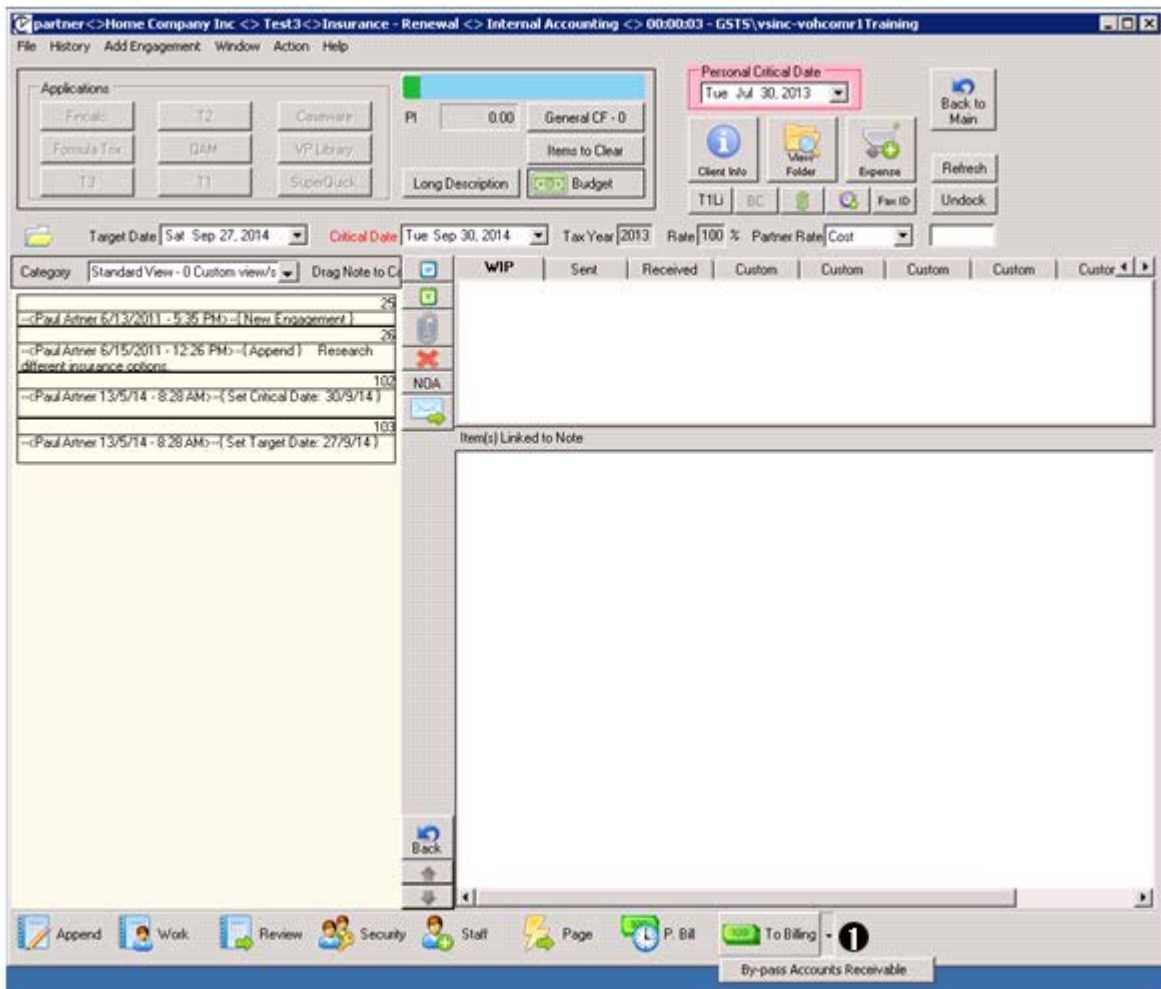
Amounts are due upon receipt of invoice.
We accept all major credit cards.

Send To: Close

Engagements with Progress Invoices attached, should never be Final Invoiced for less than the Progress Invoice. The net result of a Final Invoice equal to the Progress Invoice amount is a Total Payable amount of 0.

Finalizing Non-Billable Clients' Engagements

Scenario: The work on the *Insurance Renewal* for Home Company Inc. is finished. You want to remove it from the list views, but this is a Non-Billable client so you don't want to invoice it.



In The Engagement window:

- 1 Click on the drop down menu by the To Billing button and select **By-pass Accounts Receivable**. This will send the engagement to history without creating an invoice.
- 2 Click on Yes if you are sure you want to send this engagement to history without creating an invoice.

Emailing Approved Invoice

The screenshot shows the 'John Smith Ltd.' software window. At the top, there are buttons for 'Print', 'Add', 'Unapprove', and 'Invoice Date' (5/13/2014). Below these are buttons for 'Delete Section', 'Previous Page', and 'Next Page'. The main area displays the company's contact information and a list of services. A 'VohCom Page' dialog box is open, asking 'Do you want to email the invoice now?' with 'Yes' and 'No' buttons. The invoice details are as follows:

John Smith Ltd.	
123 Happy Street	Vancouver, BC V3S 5T1
PO Box 345	234 32nd Ave
234 - 2nd Avenue	Morgan Creek Corporate Centre
AnyPlace, BC	OtherTown, BC
V8J XCDE	V3S 0R7
Phone: 250 624 3456	604 541 4567
Fax: 250 624 4856	604 541 4839
Email: firm@mycom.ca	Web Site: www.mycom.ca

INVOICE

Pending
13-May-2014
1 of 1
\$630.00

Bookkeeping - 3rd Quarter \$ 600.00

Our Fee 600.00

GST at 5% 30.00

Total Payable \$ 630.00

Amounts are due upon receipt of invoice.
We accept all major credit cards.

- ❶ The first time you print an invoice, after confirming the invoice is printed correctly, Page will ask if you want to email the invoice.
- ❷ Click **Yes** to create an **Email** for sending the invoice.

The screenshot shows the 'Smith, John' software window. At the top, there are buttons for 'Print Copy', 'Email Invoice', 'Originally Printed: 12/5/14', 'By: DPP', 'Last Printed: 17/5/14', 'By: DPP', 'Approved: DPP', 'Previous Page', and 'Next Page'. The main area displays the company's contact information and a list of services. A 'Set Emails for Invoice' dialog box is open, showing the email address 'harrison@vohcom.com' and a 'Send Email' button. The dialog box also includes a 'Set customized notes for invoice emails' section with a dropdown menu and a 'Preview email before sending' checkbox.

Set Emails for Invoice

Smith, John <> Test2

Select Email address:

harrison@vohcom.com (Smith, John Added by Page)

To: harrison@vohcom.com

Cc:

Bcc:

Send Email

Set customized notes for invoice emails:

Attached is your invoice from HOME COMPANY. In our continued effort to be paperless, we are providing this invoice to you electronically only.

Use Customized Notes

Set Current Customized Note as Default Note

Save As Customized Notes

Delete Customized Notes

Preview email before sending

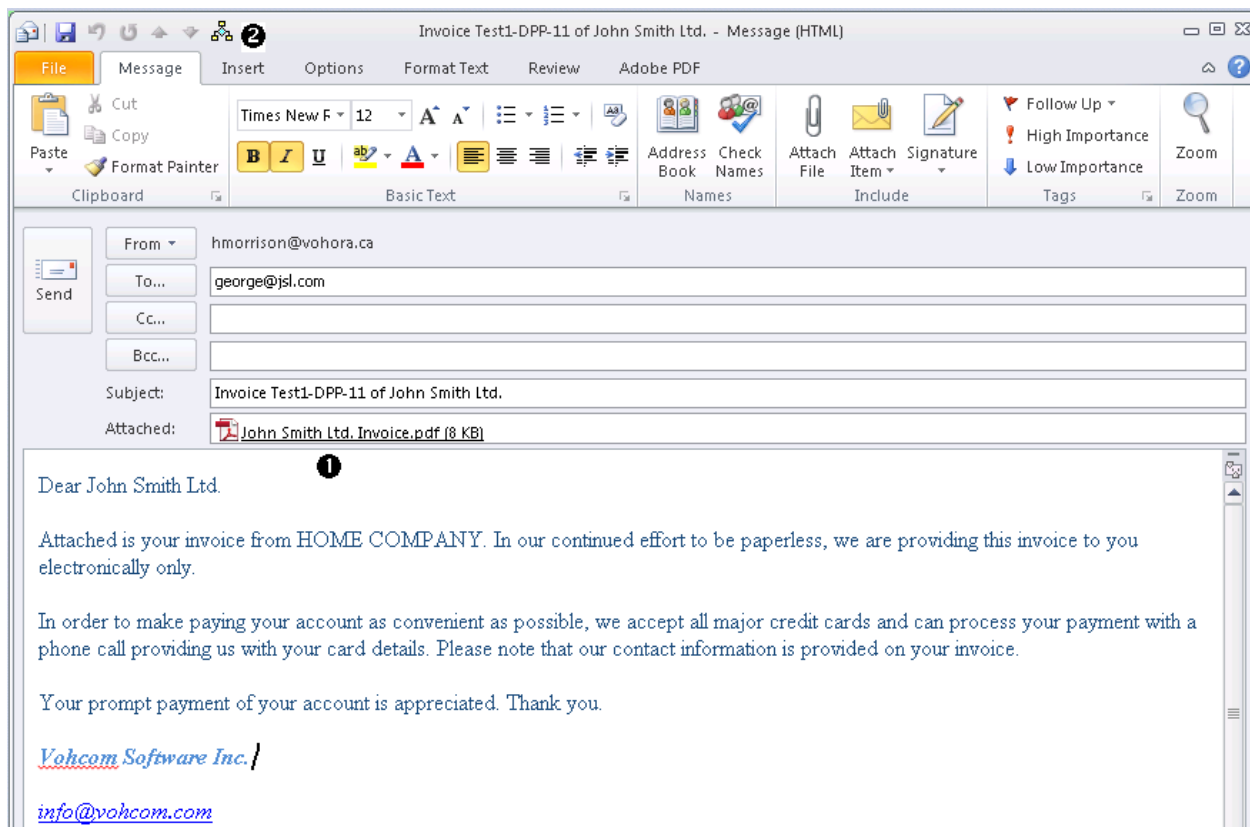
A - PAYMENT CONVENIENCE <Default>

B - INVOICE IN ORDER

C - ENVIRONMENTALLY FRIENDLY

In the Set Emails for Invoice window:

- ❶ To add an address from the **Select Email address** box, double click on the address in the box. To add an Email address not listed, type it in. Email address changes will be saved for future statement Emailing.
- ❷ Text entered in **Set customized notes for all this invoice email:** box will be included in the Email for this invoice, in place of the *PageStatementNote* placeholder in the Email template. **
** adds a new line after the text entered.
- ❸ To use a **Note Template**, right click in the customized notes box. The customized notes menu allows you to use, save or delete customized notes.
- ❹ Check off **Preview the email before send out** to see the draft email in the Outlook.
- ❺ When the default addressees are adjusted and a note added, click the **Send Email** button to start sending the invoice.



In the email draft, you can continue to make changes to the email.

- ❶ The printed invoice is included as an attachment file.
- ❷ Click on the **Save E-mail** icon to open the **Save E-mail** macro. Depending on your company setup, you may need to press the *Enable Macro* button. The Macro only needs to be enabled once after each time you open a new *Outlook* session, generally at the beginning of the day.

In the **Save E-mail** window:

The screenshot shows the 'Save Email' window with the following details:

- To:** george@jsl.com
- Subject:** Invoice Test1-DPP-5 of John Smith Ltd.
- Attachments:** John Smith Ltd. Invoice.pdf
- Body:** Dear John Smith Ltd.
Attached is your invoice from HOME COMPANY. In our continued effort to be paperless, we are providing this invoice to you electronically only.

The bottom section contains several controls:


- Save to Client:** A dropdown menu showing 'John Smith Ltd. <> Test1' (marked with a circled 1), a checked 'Sort by Name' checkbox, and input fields for 'Client No.' (Test1), 'Person Tax ID' (Test1), and 'Use Client Number'.
- Note:** Buttons for 'Append', 'Work', and 'Review'.
- Document Description:** A dropdown menu showing 'Emessages', a 'Year' dropdown set to '2014', and a 'Period' dropdown.
- Entire Message:** A dropdown menu (marked with a circled 2) and an 'Open' button.
- Root Folder:** A dropdown menu showing 'F:\Clients\'.
- File Name:** An input field containing 'to John Smith copy of invoice' (marked with a circled 3) and a 'Browse' button.
- Date:** A checked checkbox and a file path: 'F:\Clients\Test1\Emessages\2014\Test1 May 13 to John Smith copy of invoice.msg'.
- Link Engagements for selected client:** A dropdown menu showing 'Bookkeeping - 3rd Quarter'.
- Link:** A checked checkbox (marked with a circled 4), a 'For History only' checkbox, and radio buttons for 'Sent' (selected), 'Received', and 'WIP'.
- Buttons:** 'Save' (marked with a circled 5) and 'Close'.

- ❶ Check to see that *John Smith Ltd.* is the **Save to Client**.
- ❷ Select the **Entire Message** only - the attached invoice is automatically saved for you in the Engagement.
- ❸ Enter a **File Name** following standard file naming conventions.
- ❹ Check to see that the **Link Engagements for selected client** is filled in. The **Link** box should be checked off, the **Sent** bullet selected and the engagement selected. Without an E-mail String, this information can be entered manually as you would do for an incoming email. The drop down menu will list the available Engagements.
- ❺ Click **Save then Close**. This will save and send the email as well as link it to the Engagement.

Emailing Printed Invoice Copies

John Smith Ltd.

Print Copy | Email Invoice | Originally Printed: 13/5/14 | By: DPP | Last Printed: 13/5/14 | By: DPP | Approved: DPP | Previous Page | Next Page



Default
Chartered Accountants

PO Box 345
234 - 2nd Avenue
AnyPlace, BC
V8J XCDE

Phone: 250 624 3456
Fax: 250 624 4856
Email: firm@mycom.ca

234 32nd Ave
Morgan Creek Corporate Centre
OtherTown, BC
V3S 0R7

604 541 4567
604 541 4839
Web Site: www.mycom.ca

John Smith Ltd.
123 Happy Street
Vancouver, BC V3S 5T1

INVOICE

No: Test1-DPP-5
Date: 13-May-2014
Page: 1 of 1
Amount Due: \$630.00

insert tax number

Bookkeeping - 3rd Quarter	\$ 600.00
---------------------------	-----------

Amounts are due upon receipt of invoice.

We accept all major credit cards.

Our Fee	600.00
GST at 5%	30.00
Total Payable	\$ 630.00

Send To:
Close

You can email an invoice at anytime from within the invoice by clicking on the **Email Invoice** button.

EMAILING STATEMENTS

Producing Statements

Scenario: Paul Artner has asked that Statements of amounts owing be sent to his clients.

partner<>John Smith Ltd. <> Test1 <> 00:20:56 - GST5\vsinc-vohcomr1\Training <>

File Admin History Time & Billing Client Viewer Timer-HF My Company Add Engagement Window Reports Help

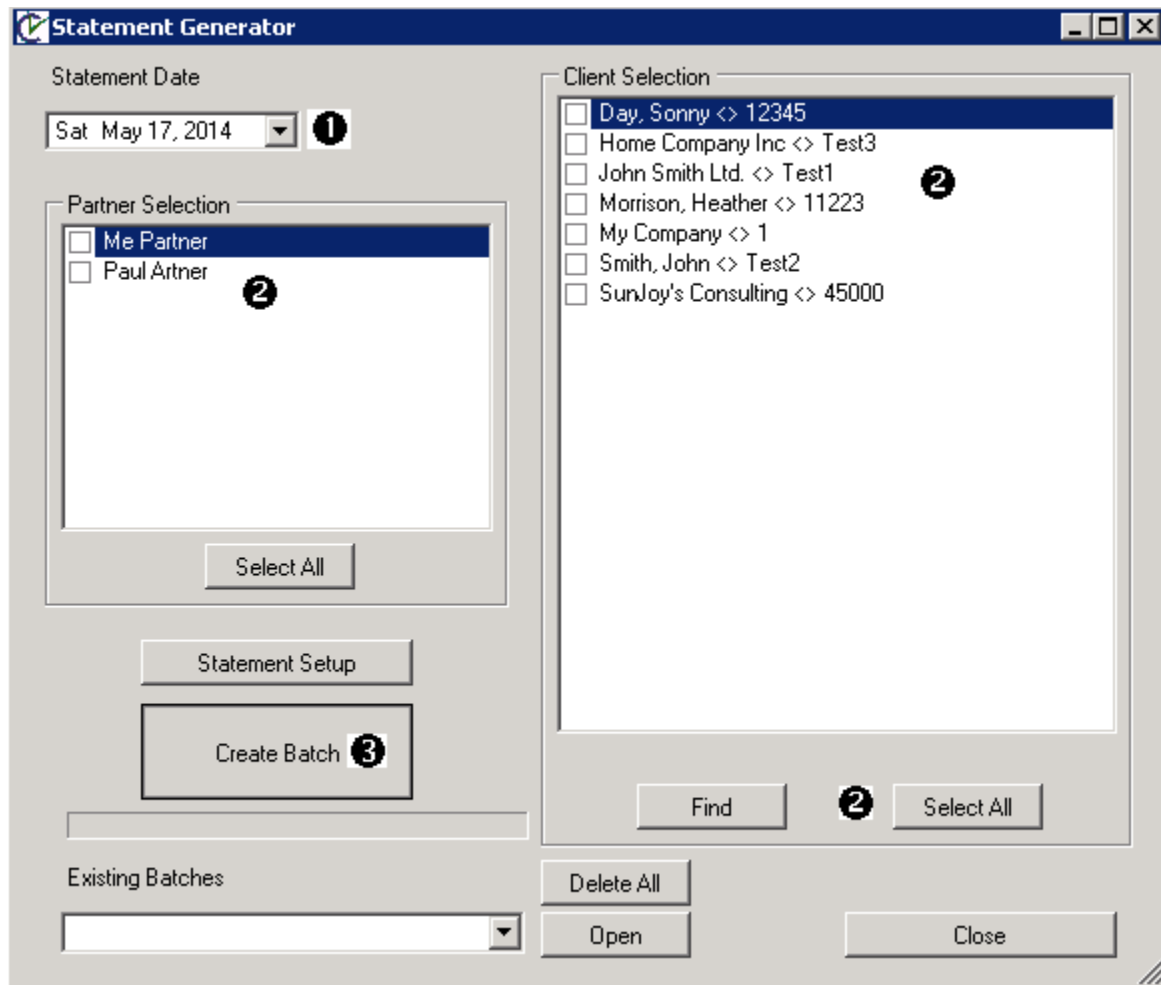
Time Sheet
Expenses
Receipts
Statements
Transfer
Collection Follow-up

Client(S) Custom

S	Last From	Description	Year End	Critical Date	T Date	W/P
	Paul Artner	ROE - Dunn	Dec 31	17/5/14	14/5/14	\$257.76
	Paul Artner	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14	\$55.78
	Paul Artner	YE FS Compilation - 2012	Dec 31	15/8/14	10/8/14	\$334.94
	Fiona LePrep	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/13	\$0.22
	Paul Artner	System or ExtRecipi...	Dec 31	30/6/14	17/6/14	\$25.53

❶ In the Home window, select **Statements** from the **Time & Billing** menu.

The **Statements** option opens the **Statement Generator**.



In the Statement Generator:

- ❶ Set the **Statement Date**.
- ❷ Select the Client Statements to print by:
 - checking off the individual clients in the **Client Selection** Window, OR
 - pushing a **Select All** button, OR
 - checking off the partner whose Client Statements are to be printed in the **Partner Selection** window.
- ❸ Click on **Create Batch**. The Statement Summary Worksheet will open up.

Statement Summary Worksheet

☐ Work Sheet Mode
☒ Review Mode

All Statements [v] + -
 Select All

Approve Un-Approve
 Finalize Statements
 Email Statements Print

Send To:
 Remove Batch
 Close

A	Stamp	Number	Client Name	Intls	Last Rcpt	Last Amt	Current	30	60	90	Total	New Inter...
<input type="checkbox"/>	Friendly	1	My Company	Me ...			15.60	0.00	0.00	0.00	15.60	0.00
<input type="checkbox"/>	Friendly	Test1	John Smith Ltd	Paul ...			1,263.92	0.00	0.00	0.00	1,263.92	0.00
<input type="checkbox"/>	Friendly	Test2	Smith, John	Paul ...			1,000.00	0.00	0.00	0.00	1,000.00	0.00

2,279.52 0.00 0.00 0.00 2,279.52 0.00
 Current 30 60 90 Total New Interest

In the **Statement Summary Worksheet**:

- ① Click on the **Work Sheet Mode** button OR the **Review Mode** button. When the Work Sheet Mode is selected, double clicking on a Client Name will open the Receipts window for processing adjustments before printing.
- ② Double click on *John Smith Ltd.*'s entry to open a preview of the Statement.

Statement

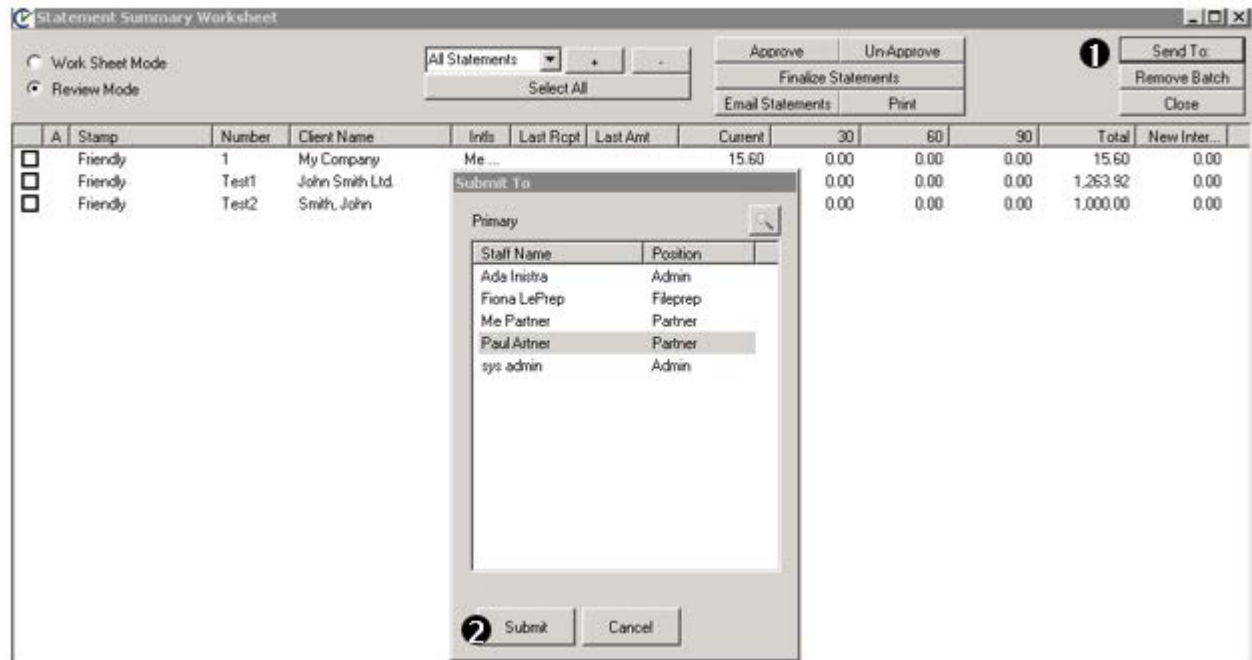
Print Email Previous Next Close

Page 1 of 1

Date	Details	Invoices	Receipts	Balance
	Items since 13/4/14:			
12/5/14	Test2-DPP-3-PR Bill	500.00		500.00
12/5/14	Test2-DPP-4-PR Bill	500.00		1,000.00

To change descriptions for Credit notes or Progress invoices, click the description and replace it with a new one. Invoice and Interest descriptions cannot be changed.

Scenario: Paul would like to see and approve his clients' Statements before they are sent.



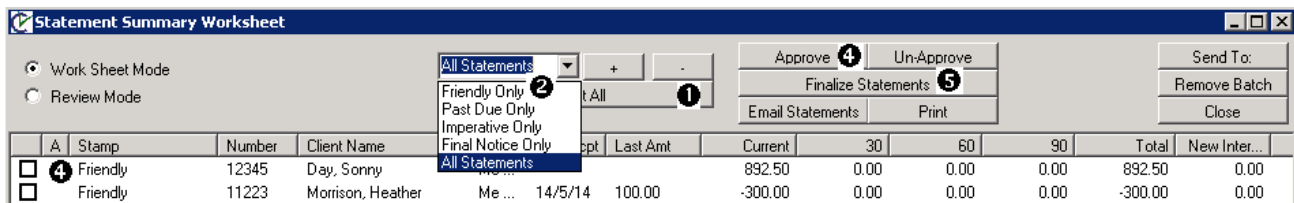
In the Statement Summary Worksheet:

- ❶ Click on the **Send To** button to open the **Submit To** window.
- ❷ Click on *Paul Artner* and then on the **Submit** button

Statement batches display as an orange highlighted Engagement in the Action List of whoever the batch is sent to.

Emailing / Printing - Within The Statement Summary Worksheet

A batch of statements must be approved and finalized before it can be Emailed or mailed. As noted above this can be done in stages such as an admin staff member preparing the batch for the partner's approval.

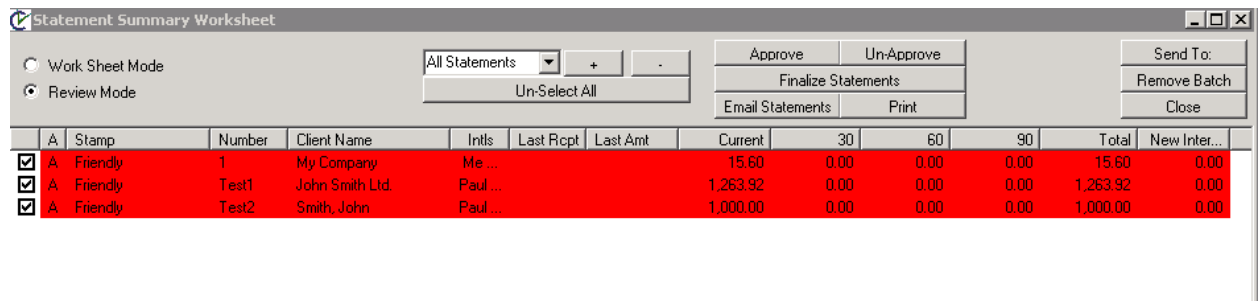


To **Approve** and **Finalize** statements:

- ① Select the statements you want to produce by clicking on the **Select All** button, OR
- ② Choose only statements that contain invoices over or under a certain age (as in under 30 days - Friendly, 30 to 60 days - Past Due, etc.) by selecting a category from the **All Statements** drop down box and clicking on the **+** or **-** boxes, OR
- ③ Select individual client's statements by checking off the box for that client.
- ④ Click on the **Approve** button. The letter A will display in the A column.
- ⑤ Click on the **Finalize** button. The printer selection window will open up giving you the option of selecting a printer. Print the statements to a pdf and check to make sure they are displayed as you want.

If they are correct, click **Yes**. Finalized statements are the ones that are available in the statement drop down menu in the Client All view.

Finalized statements are highlighted in red in the Statement Summary Worksheet. Only these statements can be Emailed or printed as a batch.



In the **Statement Summary Worksheet**:

- ① Select or unselect the statements you want to Email, using one of the three selection processes described on the previous page.
- ② Click **Email Statements**.

Statements that are finalized, selected and whose client has the Email Statements option checked off in their Client Information window, will be Emailed.

Set Emails for Statements

Set email address for each client:

Number	Client Name	To	Cc	Bcc
12345	Day, Sonny	jknight@knight.ca;		
11223	Morrison, Heather			
1	My Company			
Test1	John Smith Ltd.	george@jisl.com;		
Test2	Smith, John	hmorrison@vohcom.com;		

John Smith Ltd. <> Test1

Select Email address:

george@jisl.com(John Smith Ltd. Sales Exec)

To: george@jisl.com;

Cc:

Bcc:

Send Email

Cancel

Set customized notes for all these statement emails:

Use Customized Notes

Save As Customized Notes

Delete Customized Notes

1. Payment Receipt and Thank You

2. Payment Plan

3. Follow Up for Phone Call

4. Payment As Arranged

5. Prompt Payment Requested

6. Final Notice

In the **Set Emails for Statements** window adjust the default Email address if necessary:

- ① Select a **Client Name**, for whom to adjust the address.
- ② To delete an address already in the **To** field, select it and press your keyboard Delete key.
- ③ To add an address from the **Select Email address** box, click on the **To** field, or the **Cc** field (to send a copy) and double click on the address in the box.
- ④ To add an Email address not listed, type it in. Email address changes will be saved for future statement E-mailing but you will be prompted to save and set this address. If it is a one time address do not select anything, if you wish to save it; select the first box. If you want it as the default address; choose the second box.

Save Email for Client

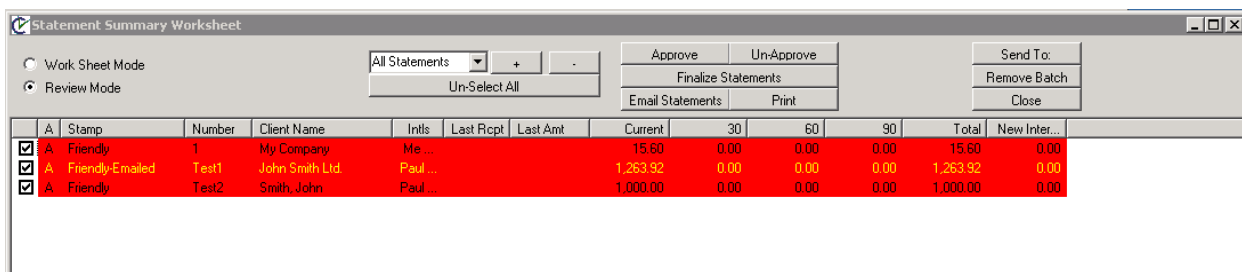
☒ Save email: hmorrison@vohcom.com to client John Smith Ltd. <Test1>.

☐ Save as default email address.

OK

- 5 Text entered in **Set customized notes for all these statement emails** box will be included in the Email for each statement, in place of the *PageStatementNote* placeholder in the Email template.
- 6 To select a **Note Template**, right click in the customized notes box. The customized notes menu allows you to use, save or delete customized notes. You can just use the default note that was set by the administrator.
- 7 When the default addresses are adjusted and a note added, click the **Send Email** button to start sending the statements.

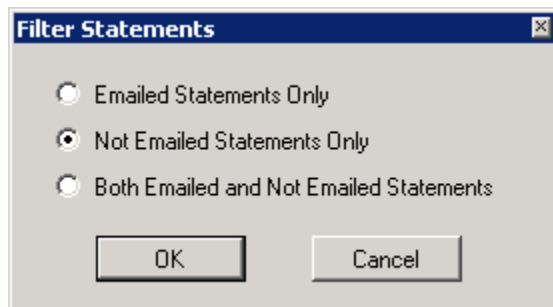
Once the statements have been Emailed, their font, in the Statement Summary Worksheet, changes to the colour yellow and the label in the Stamp column includes the word 'Emailed.'



A	Stamp	Number	Client Name	Intls	Last Rcpt	Last Amt	Current	30	60	90	Total	New Inter...
A	Friendly	1	My Company	Me ...			15.60	0.00	0.00	0.00	15.60	0.00
A	Friendly-Emailed	Test1	John Smith Ltd.	Paul ...			1,263.92	0.00	0.00	0.00	1,263.92	0.00
A	Friendly	Test2	Smith, John	Paul ...			1,000.00	0.00	0.00	0.00	1,000.00	0.00

To print the statements which have already been approved and finalized:

- 1 Select the statements for printing using one of the three selection methods previously discussed.
- 2 Click **Print**.



- 3 In the **Filter Statements** window, select the statements you want to Print.
- 4 Click **OK** and select your printer.

Emailing Individual Approved or Unapproved Statements

Create a Statement Batch for a statement you want to Email or Print, but not necessarily finalize. (This might happen when a client requests a statement showing an applied payment, but you may not want to record accrued interest at the time of the request).

A	Stamp	Number	Client Name	Intls	Last Rcpt	Last Amt	Current	30	60	90	Total	New Inter...
<input type="checkbox"/>	Friendly	12345	Day, Sonny	Me ...			892.50	0.00	0.00	0.00	892.50	0.00
<input type="checkbox"/>	Friendly	45000	SunJoy's Consulting	Me ...			2,625.00	0.00	0.00	0.00	2,625.00	0.00
<input type="checkbox"/>	Friendly	Test3	Home Company Inc	Paul ...			122.47	0.00	0.00	0.00	122.47	0.00

3,639.97	0.00	0.00	0.00	3,639.97	0.00
Current	30	60	90	Total	New Interest

In the Statement Summary Worksheet:

- ❶ Click on the **Review Mode** bullet
- ❷ Double click on the **client name** to open the Draft Statement.

Emailing Statements From The Client All Window

partner<>John Smith Ltd. <> Test1 <> 0 <> 00:07:24 - GSTS\vsinc-vohcomr1 Training <>

File Admin History Time & Billing Client Viewer Timer-HF My Company Add Engagement Window Reports Help

John Smith Ltd. <> Test1 By Name A > Smith, John <Test2> T1 Undock

S	I	Last From:	Last Sent To:	Description	Year End	Critical Date	T Date	WIP
		Paul Artner	Ada Inistra	R0E - Dunn	Dec 31	17/5/14	14/5/14	\$243.67
		Paul Artner	Fiona LePrep	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14	\$55.78
		Paul Artner	System or ExtRecipi...	YE FS Compilation - 2012	Dec 31	15/8/14	10/8/14	\$289.04
		Fiona LePrep	Paul Artner	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/13	\$0.22
		Paul Artner	System or ExtRecipi...	YE FS Compilation - 2013	Dec 31	30/6/14	17/6/14	\$25.28

Training Data Loaded

General CF - 0

AR	1263.92	0.00	1263.92
WIP	604.19	PI	0.91
EXP	56.00	Trust	0.00
Total \$1,924.11			

Statements

Tuesday May 13, 2014

Tuesday May 13, 2014

Open Statement

Email History

Collection Notes

Hide

Invoice Number	Date	Date E.	Amount	Owing
Test1-DPP-5	13/5/14		630.00	630.00
Test1-DPP-1	12/5/14		633.92	633.92

Engagement Expense Find Client All Pending Action 15 Scheduled Others

In the Client All window:

- ① Select a statement by date, in the **Statements** drop down list.
- ② Click the **Open Statement** button.

Statement

Print

Email

1

Previous

Next

Close

Page 1 of 1

Date	Details	Invoices	Receipts	Balance
	Items since 13/4/14:			
12/5/14	Test1-DPP-1-Invoice	633.92		633.92
13/5/14	Test1-DPP-5-Invoice	630.00		1,263.92

In the Statement view:

- 1 Click on the **Email** button to open the Set Emails for Statements window and proceed as noted previously.

RECEIPTS

Processing Payments And Adjustments

The screenshot shows a software window titled "partner <> John Smith Ltd. <> Test1 <> 00:10:53 - GSTS\vsinc-vohcomr1Training <>". The "Time & Billing" menu is open, and the "Receipts" option is highlighted. The main window displays a list of receipts with columns for S, I, Last From, Description, Year End, Critical Date, and T Date. The list includes entries for Paul Artner, Fiona LePrep, and System or ExtRecipi... with various descriptions like "ROE - Dunn", "YE FS Compilation - 2008", "YE FS Compilation - 2012", "Bookkeeping - 3rd Quarter", and "YE FS Compilation - 2013".

S	I	Last From	Description	Year End	Critical Date	T Date
		Paul Artner	ROE - Dunn	Dec 31	17/5/14	14/5/14
		Paul Artner	YE FS Compilation - 2008	Dec 31	13/8/14	10/8/14
		Paul Artner	YE FS Compilation - 2012	Dec 31	15/8/14	10/8/14
		Fiona LePrep	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/13
		Paul Artner	System or ExtRecipi...	Dec 31	30/6/14	17/6/14

Training Data Loaded

General CF - 0

AR	1263.92	0.00	1263.92
WIP	604.19	PI	0.91
EXP	56.00	Trust	0.00
Not included in AR amount			
Total \$1,924.11			

Statements

Tuesday May 13, 2014

Open Statement

Email History

Collection Notes

Hide

Invoice Number	Date	Date E.	Amount	Owing
Test1-DPP-5	13/5/14		630.00	630.00
Test1-DPP-1	12/5/14		633.92	633.92

Engagement Expense Find Client All Pending Action 15 Scheduled Others

In the Home window, click on the **Time & Billing** menu and choose **Receipts**.

Bank: Default ❶

Transaction Date: Wed May 14, 2014 ❷

Client: John Smith Ltd. <> Test1 ❸

Payment Method: Cheque ❹

Transaction Type: Receipt ❺

GL Account:

Amount Received: 633.92 ❻

Accumulated Interest: 0.00

Engagement:

Reference: Pd Ck #2456 ❽

Process ❹

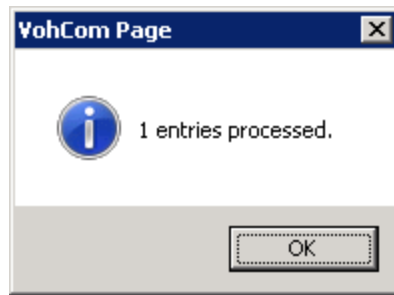
Close

Collection Notes

Trans Date	Trans Number	Original Amount	Previous	Allocated	Adjustment	Adj. Type	Balance Amount
13/5/14	Test1-DPP-5	630.00	630.00	0.00	0.00		630.00
12/5/14	Test1-DPP-1	633.92	633.92	❷ 633.92	0.00		0.00
Totals		1,263.92	-633.92	0.00			630.00

In the **Receipts** window:

- ❶ Select the **Bank**.
- ❷ Select the **Transaction Date**.
- ❸ Select the **Client**, *John Smith Ltd.*
- ❹ Select the **Transaction Type**. Most client payments that are deposited to the Bank are **Receipts**.
- ❺ Select the **Payment Method**, *Cheque*.
- ❻ Enter an **Amount Received**, \$633.92.
- ❼ In the **Allocated** column, enter \$633.92, the amount applied to this invoice. Another way to enter the amount is to click in the Allocated space. The total received or the amount of the outstanding invoice, whichever is less, will be allocated.
- ❽ Enter a **Reference** comment, like a cheque number. The comment entered will show on the client's Statement.
- ❹ Click **Process** then **OK** in the window confirming the number of Entries Processed.



Scenario: When they became new clients, SunJoy's Consulting made a Visa payment of \$1,300.00 for future work.

 The "Receipts" window is a complex form with several sections.
 - Top left: "Bank" dropdown menu set to "Default" (labeled 1).
 - Top right: "Transaction Date" dropdown menu set to "Sat May 17, 2014" (labeled 2).
 - Middle left: "Client" dropdown menu set to "SunJoy's Consulting <> 45000" (labeled 3).
 - Middle right: Checkboxes for "N", "Open items only", and "Automatically use default bank for partner" (all checked).
 - Bottom left: "Receipt" section with "Payment Method" dropdown set to "Visa" (labeled 4), "Transaction Type" dropdown set to "Receipt" (labeled 5), "GL Account" text box, "Amount Received" text box set to "1300.00" (labeled 6), and "Accumulated Interest" text box set to "0.00".
 - Bottom right: "Engagement" dropdown menu and "Reference" text box set to "Advance payment" (labeled 7).
 - Far right: Buttons for "Deposit Slip View", "Trust Report View", "Process" (labeled 8), "Close", and "Collection Notes".

In the Receipts window:

- ❶ Select the **Bank**.
- ❷ Select the **Transaction Date**.
- ❸ Select the **Client**: *SunJoy's Consulting*.
- ❹ Select the **Payment Method**.
- ❺ Select the **Transaction Type**, **Receipt**.
- ❻ Enter an **Amount Received**: \$1300.
- ❼ Enter a **Reference** comment. The comment entered will show on the client's Statement.
- ❽ Click **Process**.
- ❾ Click **Yes** to Apply the payment.

Scenario: The work on SunJoy's *Short YE* has been completed and invoiced for \$1,300.00. The credit on the account needs to be applied to the invoice.

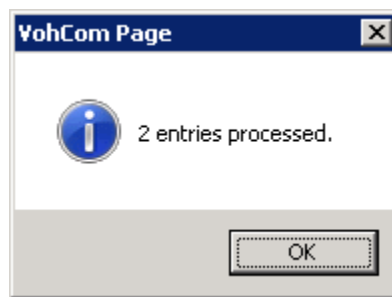
The screenshot shows the 'Receipts' window with the following details:

- Transaction Date (1):** Sat May 17, 2014
- Client (2):** SunJoy's Consulting <> 45000
- Payment Method:** Cash
- Transaction Type:** Receipt
- GL Account:** (empty)
- Amount Received:** 0.00
- Accumulated Interest:** 0.00
- Reference (5):** Apply credit from prepayment
- Adj. Type (3):** Credit Memo
- Adjustment (4):** -1,300.00 (for credit), 1,300.00 (for invoice)
- Process (6):** Button to process the entries.

Trans Date	Trans Number	Original Amount	Previous	Allocated	Adjustment	Adj. Type	Balance Amount
14/5/14	45000-MP-10	1,365.00	1,365.00	0.00	1,300.00	Credit Memo	65.00
17/5/14	Receipt Rct-22 Advance payment	-1,300.00	-1,300.00	0.00	-1,300.00	Credit Memo	0.00
Totals		65.00	0.00	0.00			65.00

In the Receipts window:

- ❶ Select the **Transaction Date**.
- ❷ Select the **Client**: *SunJoy's Consulting*.
- ❸ Select the **Adj Type**: **Credit Memo** for both the credit and the invoice.
- ❹ In the **Adjustment** column enter -1,300 for the credit and 1,300 for the invoice.
- ❺ Enter a **Reference** comment. The comment entered will show on the client's Statement.
- ❻ Click **Process** and then **OK** in the window confirming the number of Entries Processed.



The Bank, Transaction Type, and Payment Method can be ignored since no funds are being deposited.

Scenario: SunJoy's Consulting still owes \$65. Paul wants this written off.

Bank: Default

Transaction Date: Wed May 14, 2014

Client: SunJoy's Consulting <> 45000

Payment Method: Cash

Transaction Type: Receipt

GL Account:

Amount Received: 0.00

Accumulated Interest: 0.00

Engagement:

Reference: Invoice adjustment per PA

Adjustment: 65.00

Adj. Type: W/O Revenue

Balance Amount: 0.00

Totals: 65.00, 0.00, -65.00, 0.00

In the Receipts window:

- 1 Select the **Transaction Date**.
- 2 Select the **Client**: *SunJoy's Consulting*.
- 3 Select the **Adj Type**: **W/O Revenue**.
- 4 In the **Adjustment** column enter 65.00.
- 5 Enter a **Reference** comment. The comment entered will show on the client's Statement.
- 6 Click **Process**.

VohCom Page

Do you want to write off the tax as well?

Yes No

- 7 Click **Yes** in the Writeoff Tax box. This will separate the tax portion out of the \$65 and report it as such in *Page* reports.

Processing Deposits That Are Not In Payment of Invoices

Scenario: The cash float used during Personal Tax season is no longer needed so it has been deposited to the bank.

Receipts

Bank: **3** Default **1** Transaction Date: Wed May 14, 2014 Bank Maint

Client: **2** Home Company Inc <> Test3 ☒ N Open items only ☒ Automatically use default bank for partner ☒

Receipt

Payment Method: **6** Other Transaction Type: **4** Non-AR GL Transaction GL Account: **5** 1111 Amount Received: **7** 66.25 Accumulated Interest: 0.00

Engagement Reference: **8** Returning T1 cash float **9** Process

Close

Collection Notes

Trans Date	Trans Number	Original Amount	Previous	Allocated	Adjustment	Adj. Type	Balance Amount
------------	--------------	-----------------	----------	-----------	------------	-----------	----------------

In the Receipts window:

- 1** Select the **Transaction Date**.
- 2** Select the **Client**: *Home Company Inc*.
- 3** Select the **Bank**.
- 4** Select the **Transaction Type**: **Non AR GL Transaction**.
- 5** Enter the **GL Account** to which the payment would be posted in your Accounting Software.
- 6** Select the **Payment Method**.
- 7** Enter an **Amount Received**.
- 8** Enter a **Reference** comment. This comment will display in reports clarifying the source of the deposit.
- 9** Click **Process**.

Reversing Receipt Entries

Scenario: There was a mistake. The cash float was not deposited to the bank after all.

Receipts window showing transaction details and a confirmation dialog.

Trans Date	Trans Number	Original Amount	Previous	Allocated	Adjustment	Adj. Type	Balance Amount
14/5/14	Rct-16 GL Transaction Returning T1 cash float	66.25	0.00				0.00
14/5/14	Rct-16 GL Transaction Returning T1 cash float	-66.25	0.00				0.00
14/5/14	Adj-7 W/O Tax2 test (Test3-DPP:8)	0.00	0.00				0.00
Totals				0.00	0.00	0.00	0.00

In the Receipts window:

- 1 Select the **Client**: *Home Company Inc.*
- 2 Uncheck the **Open Items only** box.
- 3 Double click on the **Transaction** you want to reverse.
- 4 In the Confirmation boxes, click **Yes**.

VohCom Page

Do you want to continue?

Yes No

Reason for Reversal

Enter Reference/Description.

Cash float was not actually deposited.

OK Cancel

- 5 In the **Reason for Reversal** box, give an explanation for the reversal. This explanation will display on client's Statements.

INTERNAL ACCOUNTING REPORTS

Printing Reports

Scenario: Tomorrow is payday and you need a record of staff hours for payroll purposes.

The screenshot shows the SunJoy's Consulting software interface. The top menu bar includes File, Admin, History, Time & Billing, Client Viewer, Timer-HF, My Company, Add Engagement, Window, Reports, and Help. The Reports menu is open, showing options like Period End, Flag Reports, Client Report, Contact Report, Payroll, Staff Workload Report, Engagement Progress Report, Banker Report, Lawyer Report, and Future Engagements. The Payroll report is selected, showing a table of reports with columns for Date, WIP, and AR. The table includes reports for Paul Artner, Test3, Home Company Inc, Payroll - July 2012, Dec 31, and Payroll - May 2012, Dec 31. The bottom status bar shows various metrics like Year End Letters Signed, Year End Letters Sent, Records Requested 1st, Records Requested 2nd, Signed EL Received, Records Received, Approved for Printing, Tax Return Filed, and Training Data Loaded. The bottom toolbar includes icons for Engagement, Expense, Find, Client All, Pending, Action, Scheduled, and Others.

S	I	Last From:	Account	Client Name	Description	Year End	Reviewed On	WIP	AR		
✓		Paul Artner	Test3	Home Company Inc	Payroll - July 2012	Dec 31	4/5/14	\$1.31	\$0.00		
✓		Paul Artner	Test1	John Smith Ltd.	YE FS Compilation - 2008	Dec 31	2/5/14	\$55...	\$630.00		
✓		Paul Artner	Test1	John Smith Ltd.	YE FS Compilation - 2012	Dec 31	3/5/14	\$28...	\$630.00		
✓		Paul Artner	45000	SunJoy's Consulting	2011 Short YE	Dec 31	4/5/14	\$2.73	\$0.00		
✓		Paul Artner	Test1	John Smith Ltd.	RDE - Dunn	Dec 31	5/14	\$24...	\$630.00		
✓		Paul Artner	Test3	Home Company Inc	Payroll - May 2012	Dec 31		\$0.00	\$0.00		
✓		Paul Artner	Test2	Smith, John	T1 Process Review	Dec 31	13/8/14	10/8/14	12/5/14	(\$96...	\$1,000.00
✓		Fiona LePrep	Test1	John Smith Ltd.	Bookkeeping - 3rd Quarter	Dec 31	30/10/13	27/10/13	13/5/14	\$0.22	\$630.00
✓		Paul Artner	Test2	Smith, John	HST - Annual 2011	Dec 31	30/8/13	27/8/13	9/5/14	\$12...	\$1,000.00

The screenshot shows the Payroll Report dialog box. It has fields for From Date (Wed May 01, 2013), To Date (Thu May 30, 2013), and Transaction Cut-Off Date (30-Apr-2014). There is a warning message: "Dates must occur in the same month." Below the fields are buttons for Print, Export, and Close.

In the Home window, click on the **Reports** menu and choose **Payroll** (only available to those with permissions).

In the Payroll Report window:

- 1 Select the **From** and **To Dates**.
- 2 Click on **Export** for a report of the Standard hours (those not marked as 'payroll unique' in the service codes set up), in a csv spreadsheet OR
- 3 Click on **Print** for a pdf of all the hours.

Scenario: You have an accounting student and you need a record of the number of hours they have worked on various types of Engagements.

In the Home window, click on the **Reports** menu and choose **Period End**.

The screenshot shows the 'Period Reports' window with the following details:

- From Date:** Wed Jan 01, 2014 (marked with 1)
- To Date:** Wed May 14, 2014
- Exportable:** ☐
- Accounts Receivable Reports:**
 - Accounts Receivable Reconciliation Summary
 - AR List Report
 - Sales List Report
 - Deposit List Report
 - Aged Accounts Receivable
 - Trust Money
 - Aged Accounts Receivable with Recency
 - #Report of Account
 - Progress Bills
- #Client:** Day, Sonny <> 12345
- WIP Reports:**
 - WIP Reconciliation Summary
 - WIP List Report
 - Aged WIP
 - Aged WIP Summary
 - Daily Disbursements
 - Open Invoices
 - Manager Aged WIP
 - *WIP By Selected Staff w/Service Code
 - Suspended WIP
 - (Old)WIP Reconciliation
- Contribution Reports:**
 - Staff Contribution
 - Partner Contribution
 - Manager Contribution
 - Supervisor Contribution
 - Staff Contribution Detail
 - Partner Contribution Detail
 - Manager Contribution Detail
 - Supervisor Contribution Detail
 - AR Adjustment to Contribution
- Other Reports:**
 - Partner Change Log
 - TimeBilled
 - Statement Email Report
- Time Reports:** (marked with 3)
 - *TimeSheet
 - *Staff Experience** (highlighted)
 - Staff Hours By Partner and Branch
 - Daily Time Summary
 - WIP Summary by Service
 - *Staff Allocation by Partner Branch Engagement
 - Service Code Summary Report
 - Engagement Budget Progress Report
 - Staff Budget Progress Report
- *Staff Member:** Fiona LePrep (marked with 2)
- A:** ☐
- Close** button

In the Period Reports window:

- 1 Select the Report **From** and **To Dates**.
- 2 Select the Student's name from the **Staff Member** drop down menu.
- 3 In the **Time Reports** section, double click on the **Staff Experience** report to open it.

Scenario: You are working on the month end Financial Reports and you need the Accounts Receivable Information for the month.

The screenshot shows the 'Period Reports' window with the following sections:

- From Date:** Tue Apr 01, 2014 (marked with ①)
- To Date:** Wed Apr 30, 2014
- Exportable:** ☐
- Accounts Receivable Reports:** (marked with ②)
 - Accounts Receivable Reconciliation Summary (selected)
 - AR List Report
 - Sales List Report
 - Deposit List Report
 - Aged Accounts Receivable
 - Trust Money
 - Aged Accounts Receivable with Recency
 - #Report of Account
 - Progress Bills
 - #Client: Day, Sonny <> 12345
- WIP Reports:**
 - WIP Reconciliation Summary
 - WIP List Report
 - Aged WIP
 - Aged WIP Summary
 - Daily Disbursements
 - Open Invoices
 - Manager Aged WIP
 - *WIP By Selected Staff w/Service Code
 - Suspended WIP
 - (Old)WIP Reconciliation
- Contribution Reports:**
 - Staff Contribution
 - Partner Contribution
 - Manager Contribution
 - Supervisor Contribution
 - Staff Contribution Detail
 - Partner Contribution Detail
 - Manager Contribution Detail
 - Supervisor Contribution Detail
 - AR Adjustment to Contribution
- Time Reports:**
 - *TimeSheet
 - *Staff Experience
 - Staff Hours By Partner and Branch
 - Daily Time Summary
 - WIP Summary by Service
 - *Staff Allocation by Partner Branch Engagement
 - Service Code Summary Report
 - Engagement Budget Progress Report
 - Staff Budget Progress Report
- Other Reports:**
 - Partner Change Log
 - TimeBilled
 - Statement Email Report
- Staff Member:** All Staff (dropdown menu)
- Buttons:** Custom, Close

In the Period Reports window:

- ① Select the Report **From** and **To Dates**.
- ② In the **Accounts Receivable Reports** section, double click on the **Accounts Receivable Reconciliation Summary** report. The report will print in a pdf format.

There are a number of Reports available. It is recommended that you test each report to determine which ones are most applicable to your firm.

Sales Report 1/5/14 to 14/5/14 for Partners MP -- Basic

Expand All Collapse All Clear Filter Load All Fields Export Load Template Save Template

Drag a column here to group by this column.

Partner	Branch	Number	Client	Inv. No.	Inv. Date	Init.	PreTax	Tax1	Tax2	Amount	Sector	WIP	Write UP	Service
Me Partner	Main	1	My Compa...	1-MP-2	9/5/14	DPP	15.00	0.60	0.00	15.60	Services	0.24	4.76	100,901,...
Me Partner	Main	12345	Day, Sonny	12345-MP-9	14/5/14	DPP	850.00	42.50	0.00	892.50	Services	0.07	849.93	451
Me Partner	Main	45000	SunJoy's C...	45000-MP-...	14/5/14	DPP	1300.00	65.00	0.00	1365.00	Professionals	2.73	1297.27	301
Me Partner	Main	45000	SunJoy's C...	45000-MP-7	14/5/14	DPP	2500.00	125.00	0.00	2625.00	Professionals	0.12	2499.88	451
(4)							\$4,665.00	\$233.10	\$0.00	\$4,898.10		\$3.16	\$4,651.84	